Directorate of Municipal Administration, Government of Odisha

Implementation of an Integrated e-Governance Solution across all Urban Local Bodies of Odisha

User Manual for Architects & Technical Persons – Building Regularization and Land & Building Regularization

V1.2

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1 Introduction

1.1 Background

The Housing & Urban Development Department (H&UDD), Government of Odisha has ambitious plans to scale up e-governance across 115 Urban Local Bodies (ULBs) in the State of Odisha. It aims to enhance the citizen experience of public services by providing integrated, end-to-end services using a comprehensive State-wide Service Delivery Infrastructure. Land & Building Regularization is one of the focus areas for the HuDD to help all stakeholders and citizen get their Unauthorized Land and Building Approved through end-to-end automation of the processes involved.

Land & Building Regularization Module envisages complete automation of all processes related to Unauthorized area approval at Odisha. The approval process involves applicants submitting application as per the byelaws of the state of Odisha. The application submission follows series of departmental approvals and NoC from pre-defined departments in line with the byelaws of Odisha. All the processes and steps including calculation of fee, payment of fee, receipt of approval for the certificates etc. would be delivered online through an integrated one stop solution. Citizen would not be required to visit any of the external departments such as NMA, Fire etc. for NoC as the solution has the potential to bring integrated experience.

SUJOG – Land & Building Regularization Module under OBPAS shall enable local government to bring in transparency, accountability and time-bound service for the public. With SUJOG LBR, professionals like architects, engineers, supervisors can seek permission for approval of Unauthorized Land & Building for any Urban Local Body / District Town and Country Planning / Centre for Municipal Administration with a speedy, hassle-free and user-friendly procedure, online.

1.2 Scope of this Document

The purpose of this document is to help the Architects and Technical Persons in operating the Online Building Plan Approval System. It provides a digital interface, allowing the Architects/Technical Persons to apply for Building regularization and subsequently make the payment online.

This manual covers up the various features of Regularization and every feature is defined with a screenshot for user assistance.

1.3 Intended Audience and Functionalities

This manual can be used by Architects who are registered under Council of Architecture and Technical Persons who use the software to apply for Regularization of Land and Building.

The OBPAS allows the User to

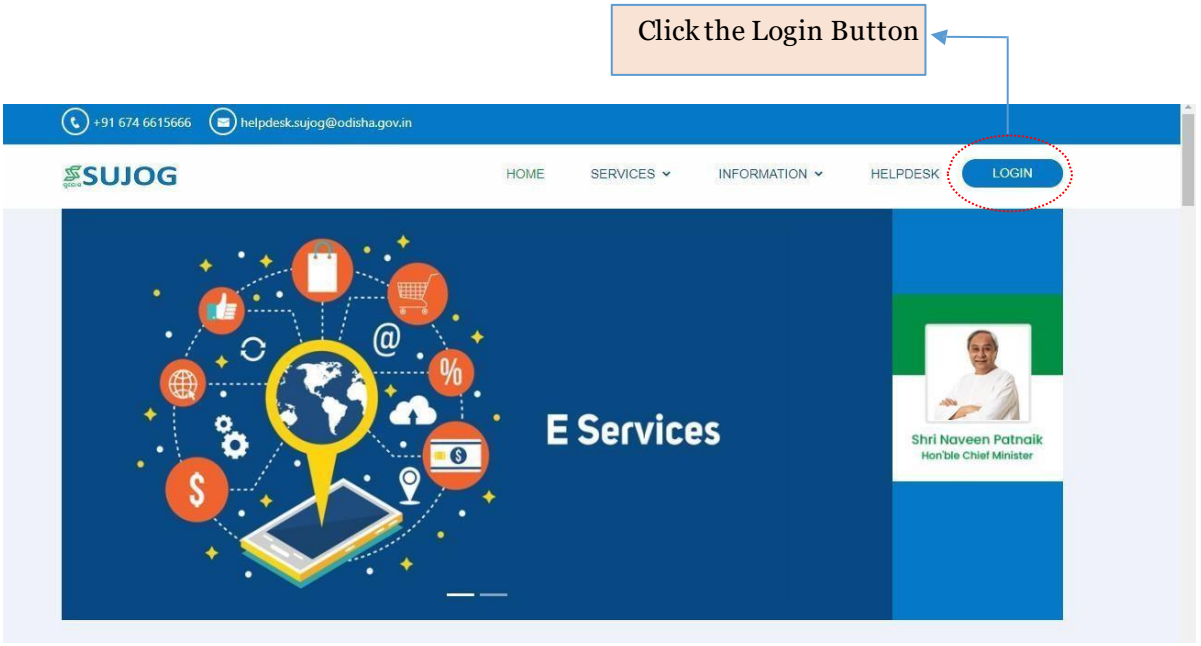
- Automatically scrutinize the plan or drawing based on pre-configured bye-laws.
- Apply for a Regularization of Land and Building
- Complete the necessary payments required.
- Download the payment receipts.
- Keep a track of the application lifecycle.

2 General Functions

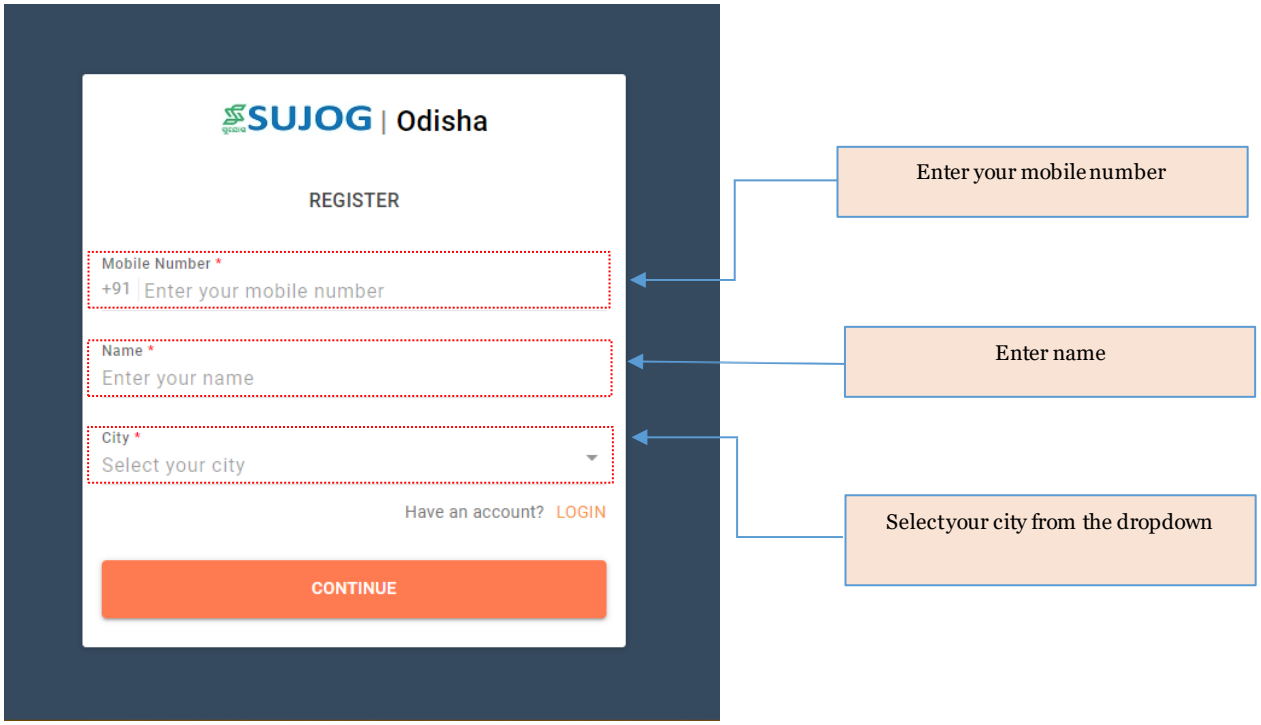
2.1 Registering into the system

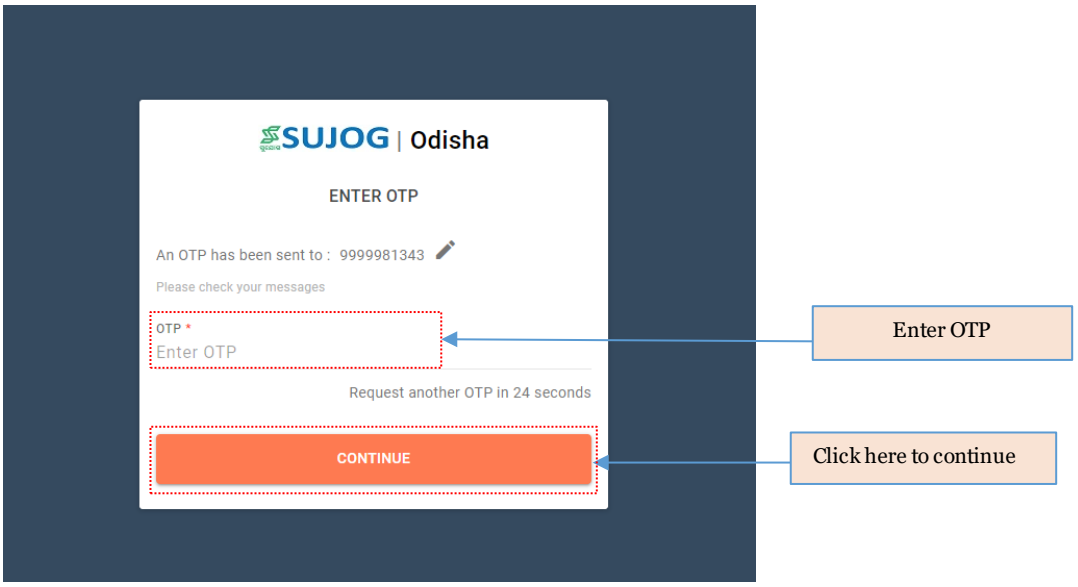
To Register, please go to the following link:

https://sujog.odisha.gov.in/home



Once the architect/Technical Person clicks the login button, the following screen will appear

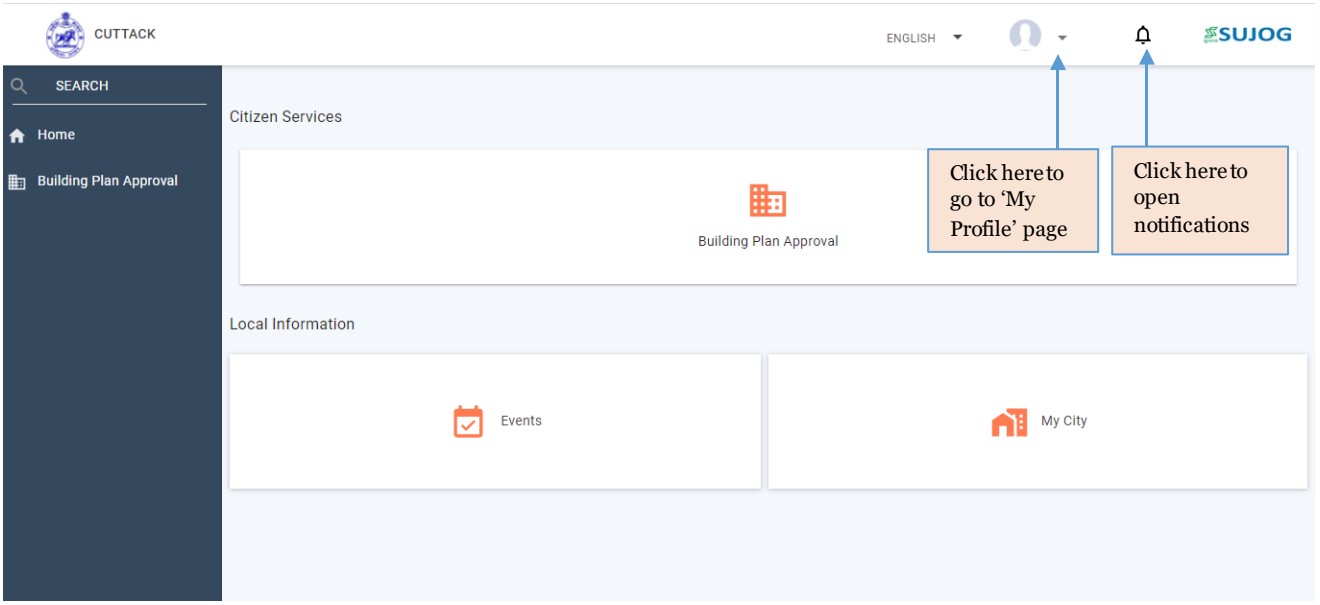




The number will be authenticated by sending an OTP (One Time Password) to the registered mobile number. If the user does not receive the OTP he/she clicks on 'RESEND' under the 'OTP' field. Once the OTP has been entered and Continue button is clicked the OBPAS homepage will appear.

2.2 OBPAS Homepage

On Login/Register, the homepage will appear in the Architects/Technical persons page.

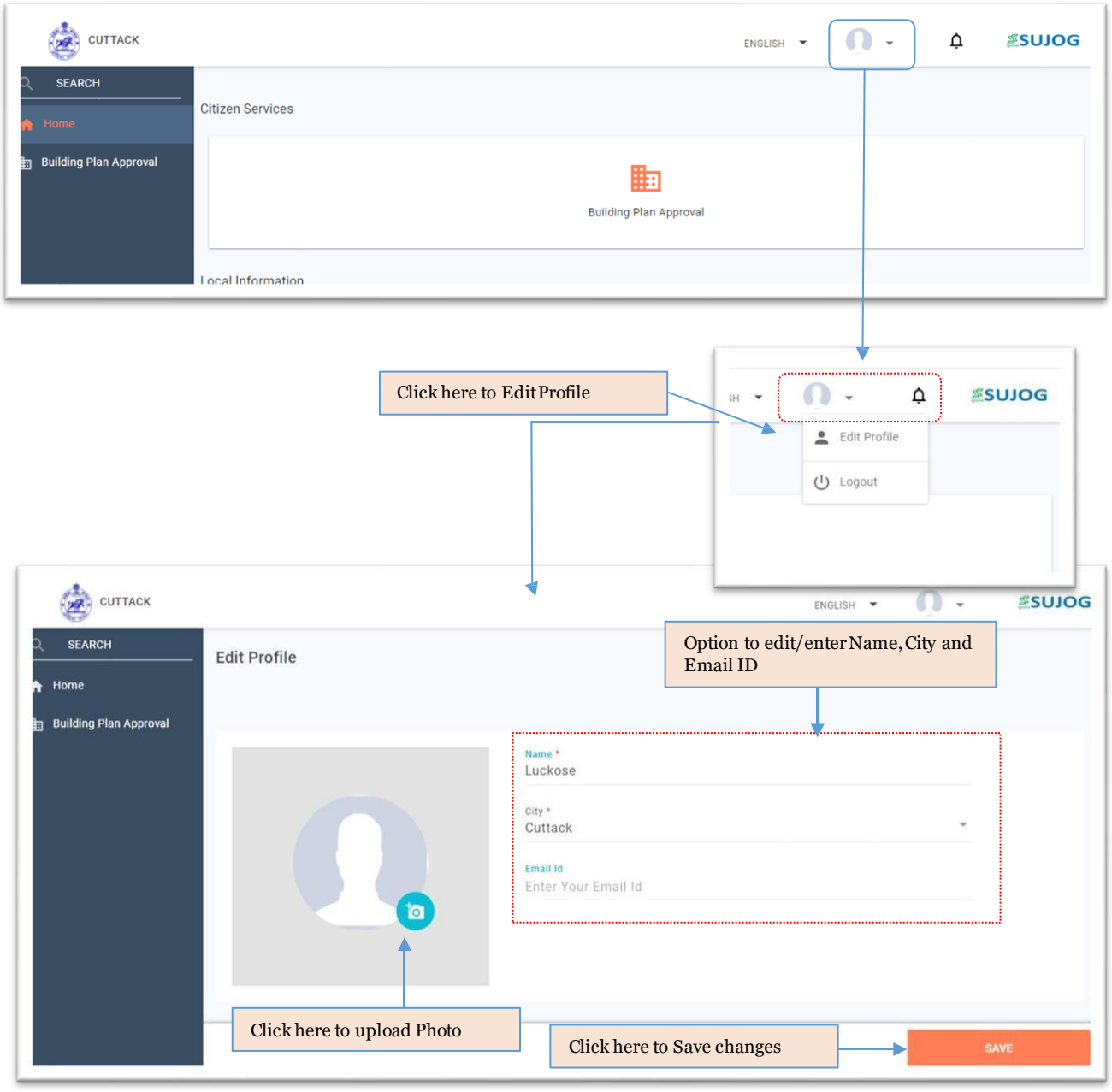


2.3 Editing the Profile

Follow the steps shown below to edit your profile.

- Click on the Profile button on top right side of the homepage
- Click on 'Edit Profile'

- User will be taken to Profile Page where he/she can edit Name, Change City from the dropdown, update Mail ID or upload Profile Picture.



3 Applying for Building Regularization

The building regularization service is meant for approval of unauthorized Buildings. Under 'Building Regularization' there will be 2 use cases

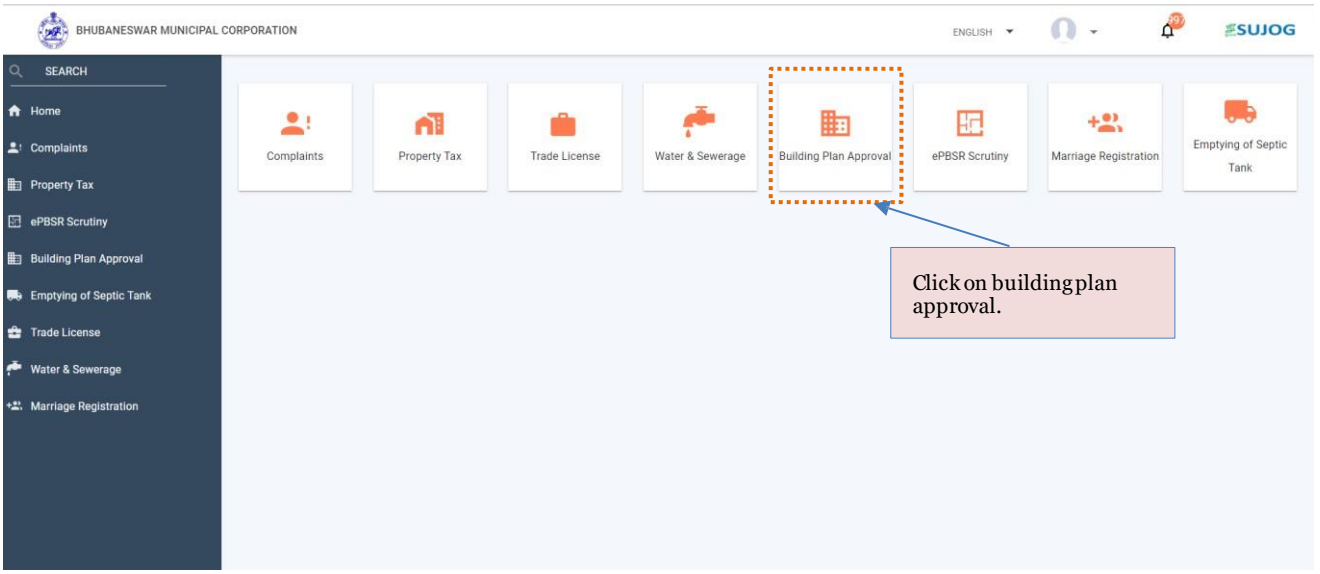
1. Entire Building area is Unauthorized
2. Building has Approved + Unauthorized Area

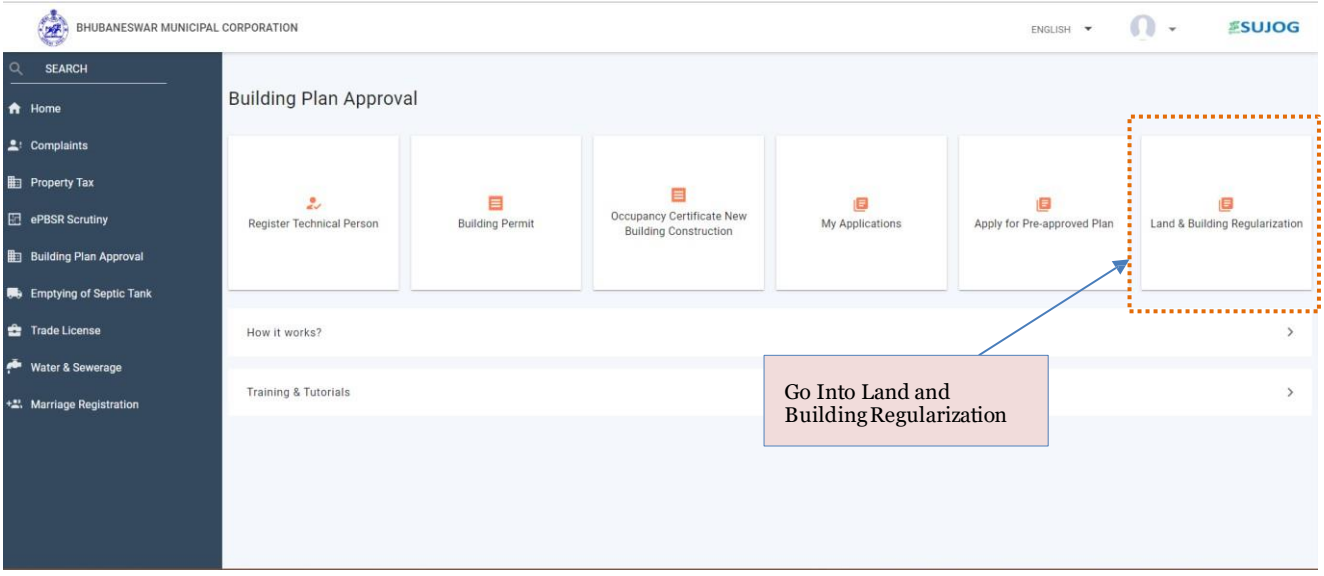
3.1 Application Creation

This Service can be applied by Architects/Technical Persons Only

Follow the steps below to apply for Building Regularization:

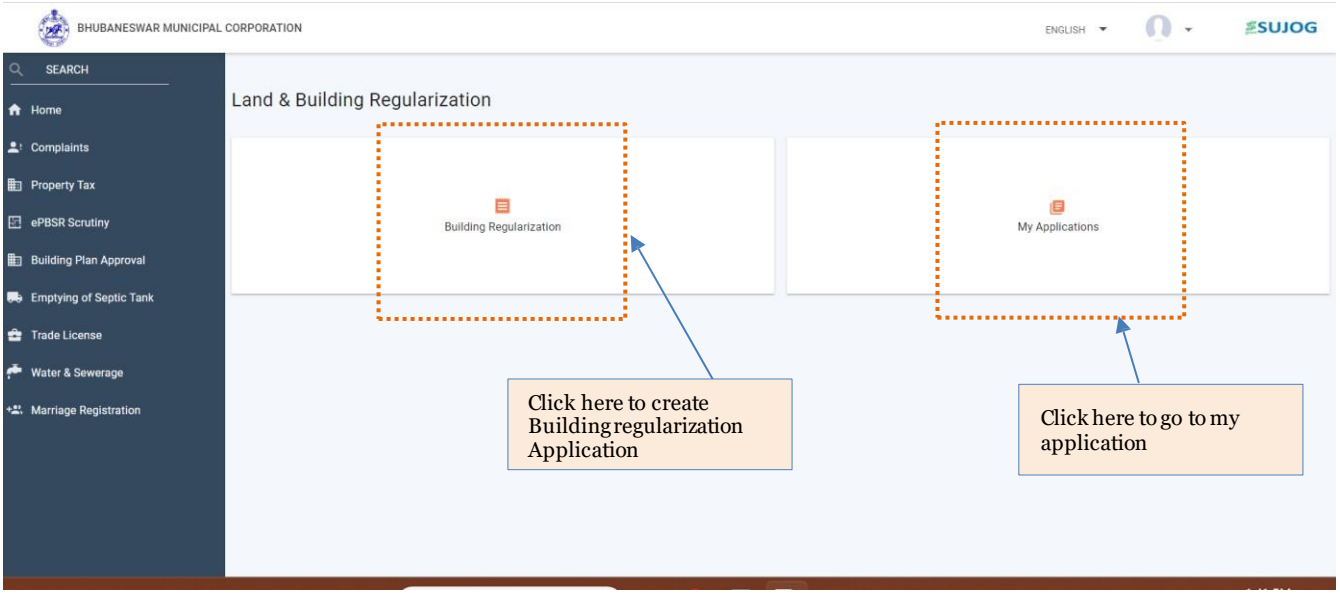
To reach the building regularization page go to building plan approval and then to land and building regularization.





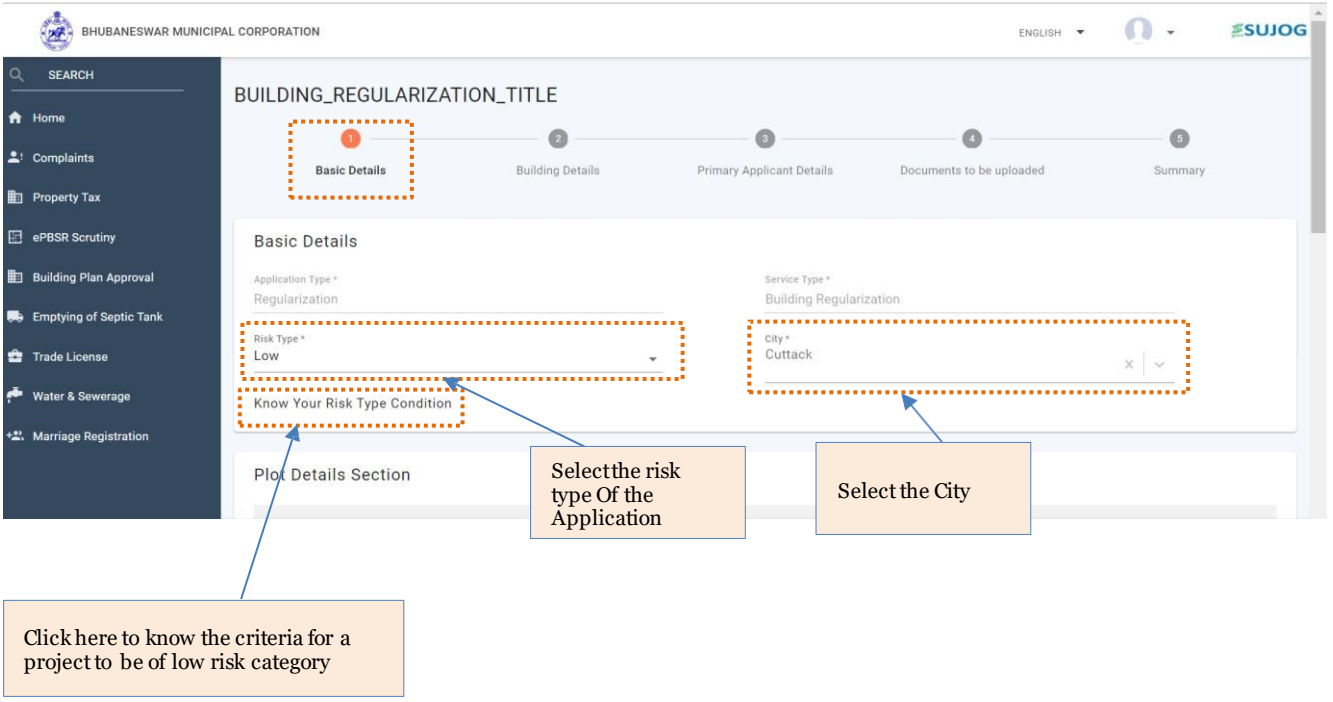
3.1.1 Building regularization page

Inside the land building regularization page Architects and Technical Persons will find options to Create building regularization application and option to go into my applications.



3.1.2 *Basic details section*

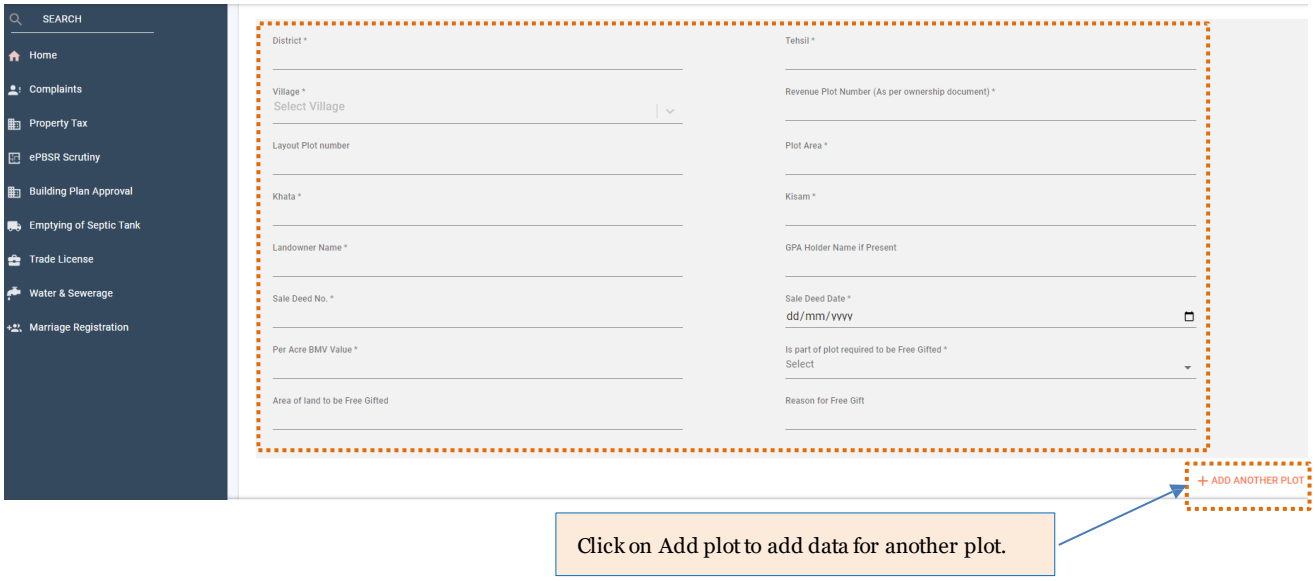
Provide the required basic details, plot details and road details in this section.



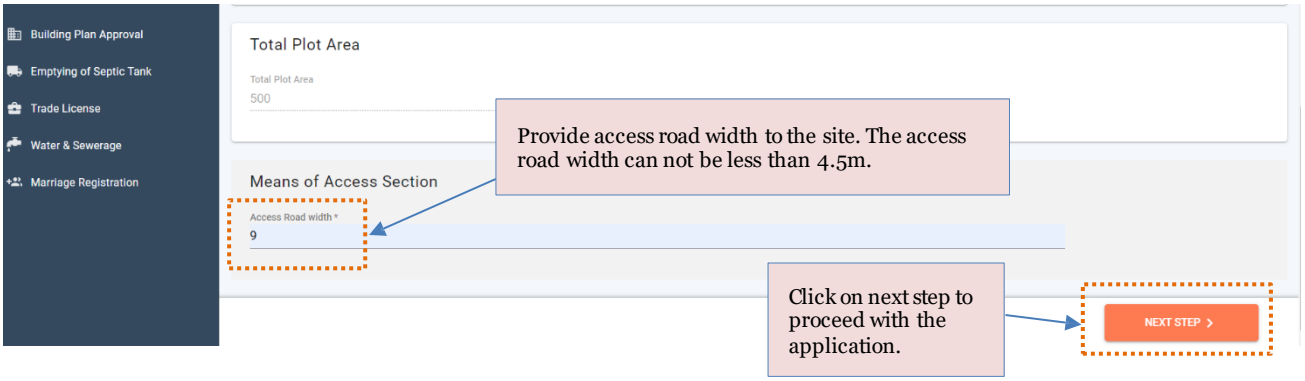
The Basic details section contains the fallowing items,

Field name	Field type	Purpose
Application type	Mandatory	Is auto reflected as **Regularization** and is non editable.
Service type	Mandatory	Is auto reflected as **Building Regularization** and is non editable.
Risk type	Mandatory	To be chosen according to the risk type of the building.
City	Mandatory	To be chosen according to the ULB where application will be submitted to

Fill all mandatory sections of the plot details. If more than one plot present, click on add plot to add another section of plot details. Data filled here will be reflected in the Regularization letter.



Field name	Field type	Purpose
District	Mandatory	Provide the name of the District
Tehsil	Mandatory	Provide the name of the tehsil
Village	Mandatory	Provide the name of the Village or Mouza
Revenue Plot Number (As per ownership document)	Mandatory	Provide the Revenue plot no
Layout Plot number	Non Mandatory	Provide if plot is part of layout
Plot area	Mandatory	Provide area of the particular plot
Khata	Mandatory	Provide khata no of the plot
Kisam	Mandatory	Provide kisam of the plot
Land owner name	Mandatory	Provide Land owner/s name
GPA Holder name if present		Provide GPA holder/holders name if applicable
Sale deed no	Mandatory	Provide sale deed no of the land
Sale deed date	Mandatory	Provide sale deed date of the land
Per Acre BMV Value	Mandatory	Provide Per acre bench mark valuation value for the particular plot acquired from the Tehsil or sub registrar office
Is part of plot required to be Free Gifted *	Mandatory	If part of plot needs to be free gifted select yes, else select no.
Area of land to be Free Gifted	Non-Mandatory	If yes, provide area
Reason for Free Gift	Non-Mandatory	If yes provide reason



3.1.3 Building details section

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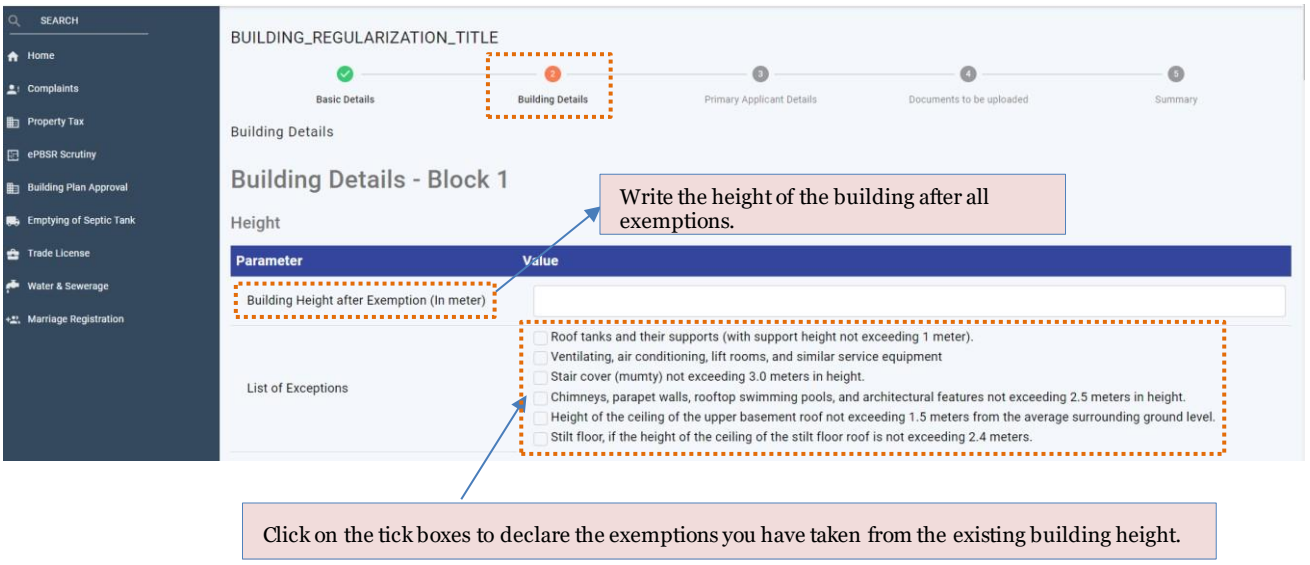
In this page fill building details such as height of the building, Approved BUA, Existing BUA, Existing FAR area, Existing Carpet area, Approved and existing Setbacks and other building related details. Details filled here shall be the base of the application and all fees will be calculated on these data only.

3.1.3.1 Building height

Put the Building height after all deductions and exemptions according to current byelaws.

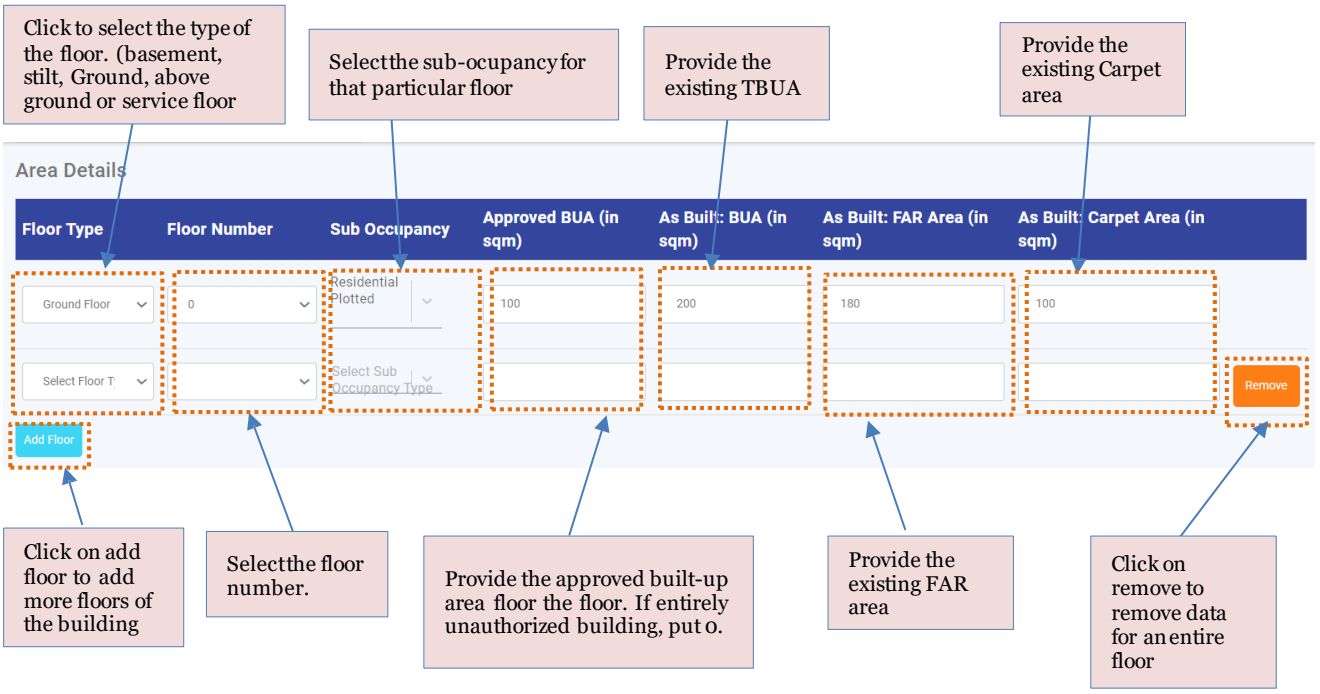


3.1.3.2 Area details

Filling the building details is necessary as the regularization process. If the building has approval, then fill the approved area, if not either leave it blank or put 0. The current FAR area of the project is to be calculated according to the norms of the current byelaw.

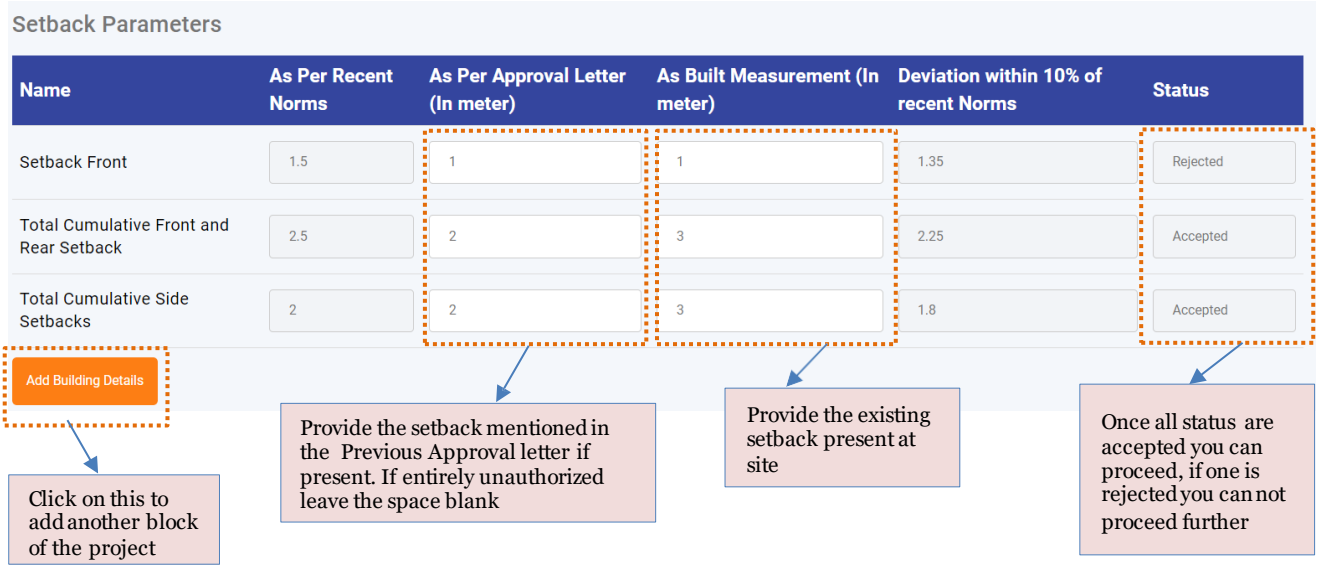
Field name	Field type	Purpose
Floor type	Mandatory	Select the type of floor
Floor number	Mandatory	Select the number of the floor from drop down.
Sub Occupancy	Mandatory	Select the sub occupancy of the floor drop down
Approved BUA in sqm	Mandatory	If the project has prior approval, provide the area for the floor mentioned in the letter.
As built BUA in sqm	Mandatory	Provide the as built Built-up area of the floor
As built FAR area in sqm	Mandatory	Provide the as built FAR area of the floor as per

		Current byelaw
As built Carpet area in sqm		Provide the as built carpet area of the floor



3.1.3.3 Setback details

The required setback for the building shows here as per the plot area, road width provided in the plot details section. Provide the setback details of the block here.

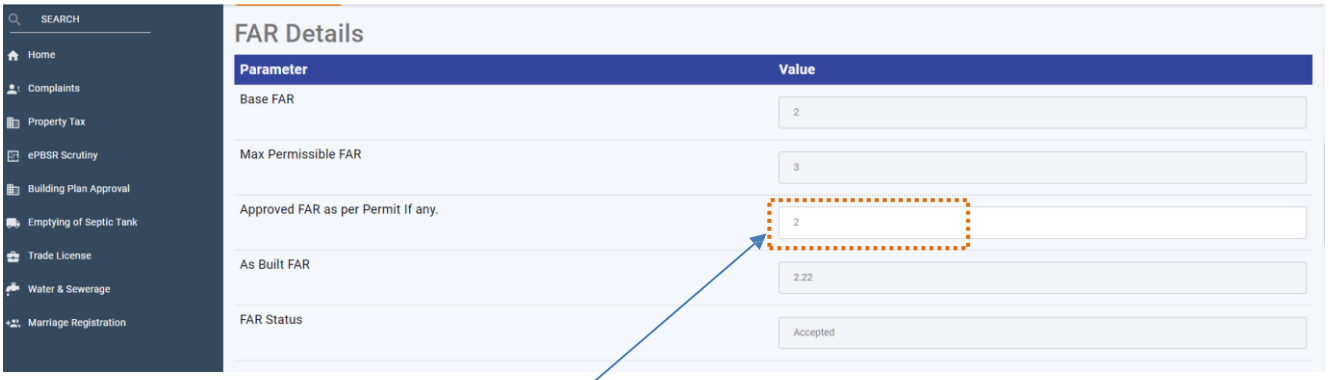


Field name	Field type	Purpose
Name	Mandatory	The setback names reflect automatically as per data provided previously.
As per recent norms	Mandatory	This data is also reflected automatically based on the current byelaws.
As per approval letter	Mandatory	Select the sub occupancy of the floor drop down
Approved BUA in sqm	Mandatory	If the project has prior approval, provide the area for the floor mentioned in the letter.
As built BUA in sqm	Mandatory	Provide the as built Built-up area of the floor
As built FAR area in sqm	Mandatory	Provide the as built FAR area of the floor as per

		Current byelaw
As built Carpet area in sqm		Provide the as built carpet area of the floor

3.1.3.4 FAR Details

Once all data for area is put, the FAR details will show in this section. Once the As built FAR crosses the 10% deviation mark on maximum FAR allowed the status will show rejected and the citizen will not be able to move forward.



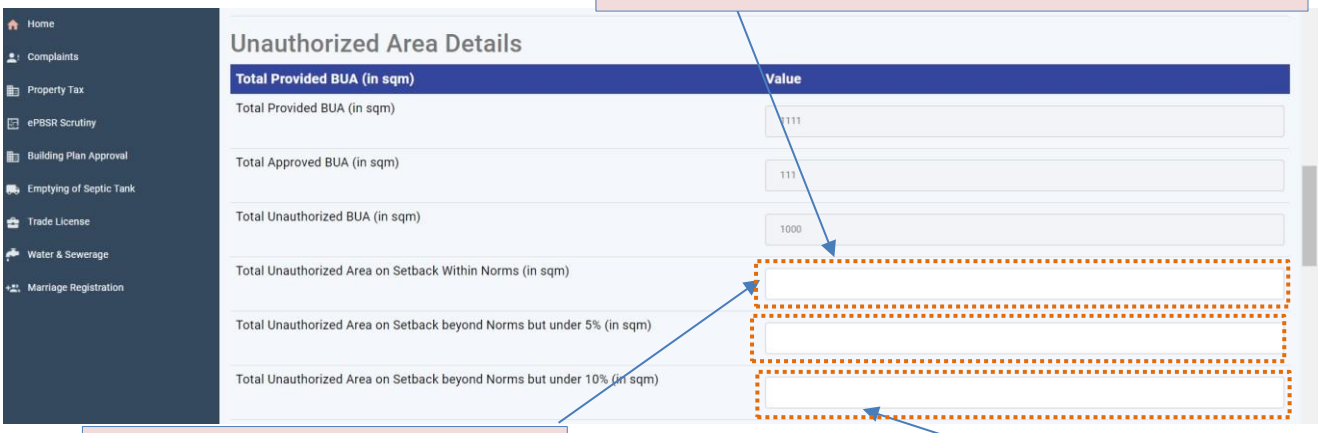
If prior approval is present, fill the approved FAR as per previous permit letter hre

Field name	Field type	Purpose
Base FAR	Auto filled	Auto reflected as per plot area and road
Max Permissible FAR	Auto filled	Auto reflected as per plot area and road
Approved FAR as per Regularization if any	Non Mandatory	Provide if Regularization letter is present
As built FAR	Auto filled	Auto reflected as per data provided in area section
FAR status	Auto filled	Accepted till 10% deviation of FAR. Once rejected can not proceed further.

3.1.3.5 Unauthorized area details

Once all the details regarding area are done, the total unauthorized area is calculated and displayed here. Calculate the authorized construction over the setbacks and put it over the section specified for them.

Put the total unauthorized construction area within setback here.

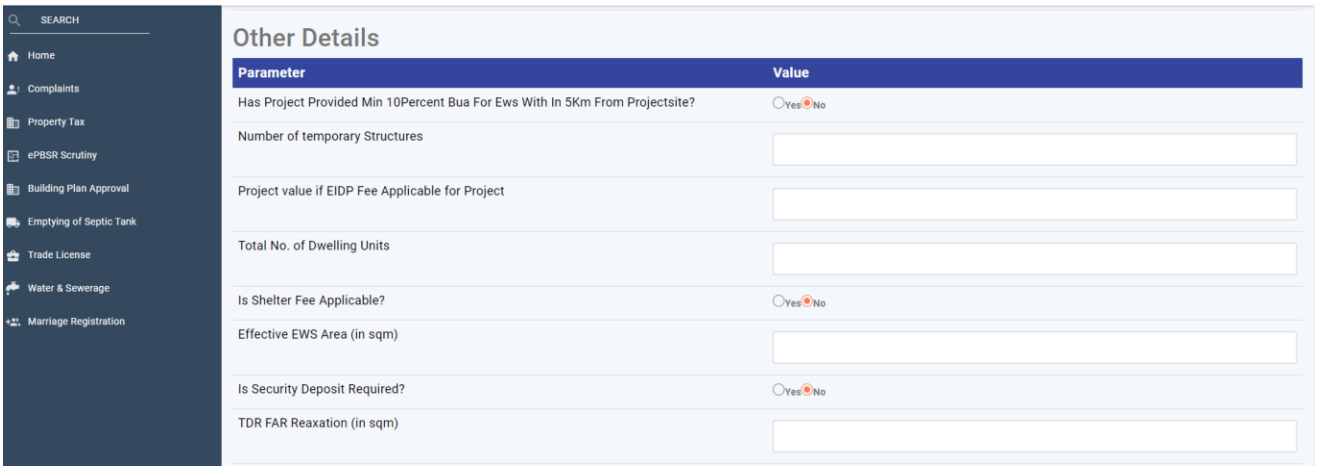


If unauthorized construction is present between minimum required setback and 5% deviation, put the total area in this fi

If unauthorized construction is present between minimum required set back and 10 % deviation, put the total area in this fi

3.1.3.6 Other details of the Building

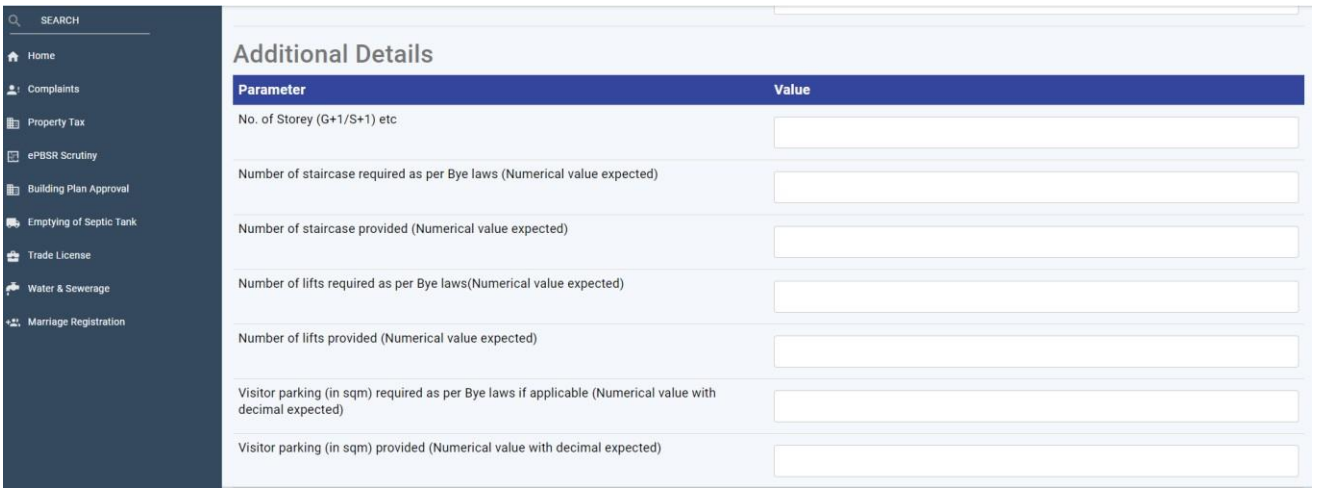
This section asks for the details regarding the building for fee calculation purpose. For certain sections it is asking for response in YES or NO. for other cases particular numbers or area in sqmis to be provided as specified.

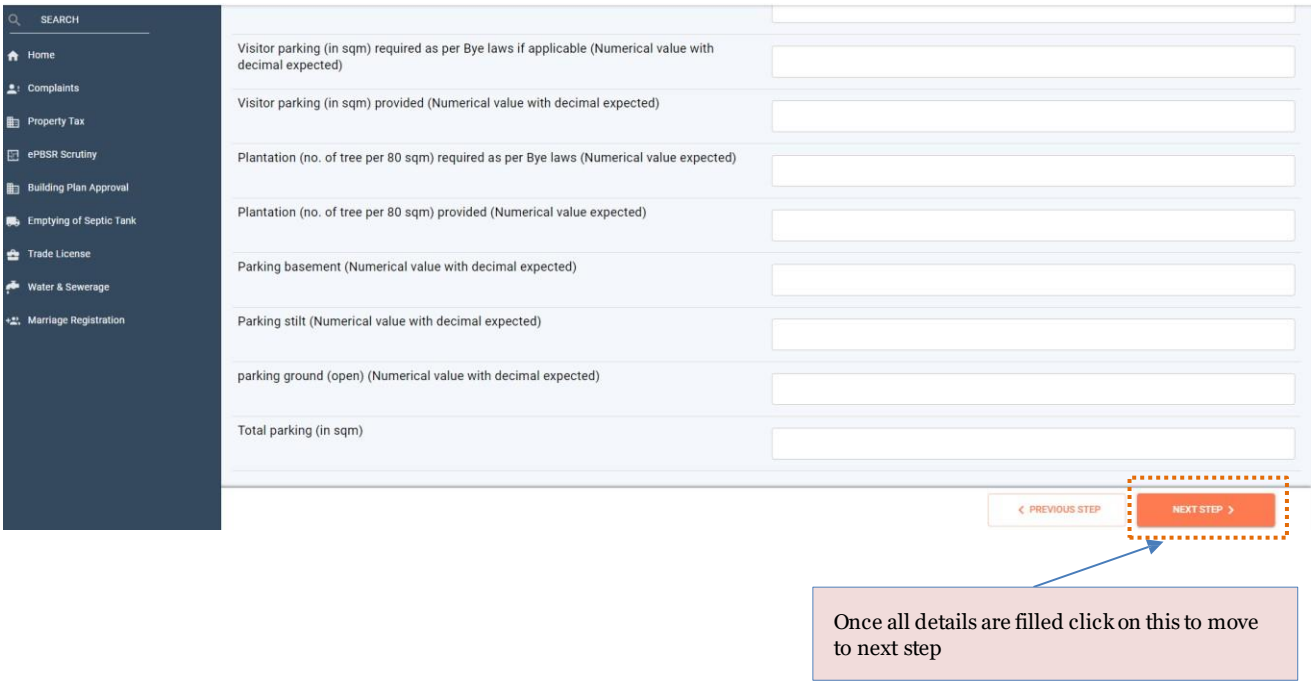


Field name	Field type	Purpose
Has Project Provided Min 10Percent Bua For EWS With In 5Km From Project site?	Yes/No question	Select Yes/No as applicable to the project
Number of temporary Structures	Mandatory	Provide no of temp structures if any
Project value if EIDP Fee Applicable for Project	Mandatory	Write the project value so System could calculate EIDP
Total No. of Dwelling Units	Mandatory	Provide no of dwelling units if residential occupancy is there.
Is Shelter Fee Applicable?	Yes/No question	Provide yes if applicable, no if not
Effective EWS Area (in sqm)	Mandatory	Provide as per applicability
Is Security Deposit Required?	Yes/No question	Select Yes/No as applicable to the project
TDR FAR Relaxation (in sqm)		Provide as per applicability

3.1.3.7 Additional details for the project

This section asks for the other details of the building in regards to its necessity as per the Byelaws, such as the storey of building, staircases, lift and perking. It is necessary to evaluate if the existing building satisfies the byelaws. Values to be put as specified in the section.

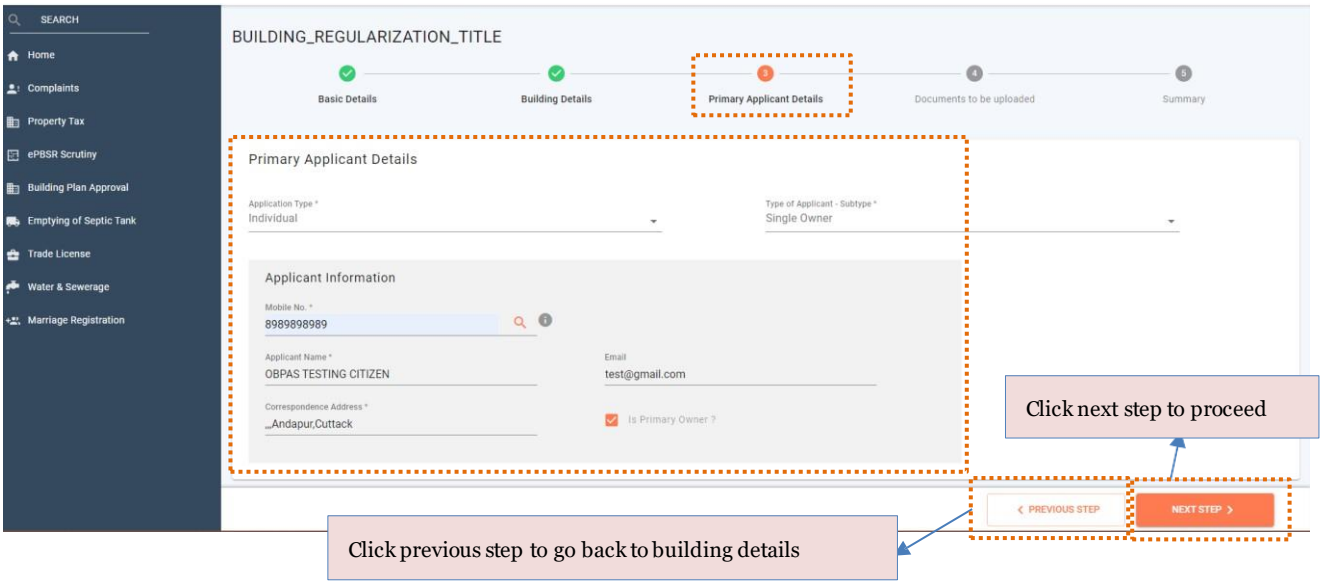




Field name	Field type	Purpose
No. of Storey (G+1/S+1) etc	Mandatory	Provide as applicable
Number of staircase required as per Bye laws (Numerical value expected)	Mandatory	Provide as applicable
Number of staircase provided (Numerical value expected)	Mandatory	Provide as applicable
Number of lifts required as per Bye laws(Numerical value expected)	Mandatory	Provide as applicable
Number of lifts provided (Numerical value expected)	Mandatory	Provide as applicable
Visitor parking (in sqm) required as per Bye laws if applicable (Numerical value with decimal expected	Mandatory	Provide as applicable
Visitor parking (in sqm) provided (Numerical value with decimal expected)	Mandatory	Provide as applicable
Plantation (no. of tree per 80 sqm) required as per Bye laws (Numerical value expected)	Mandatory	Provide as applicable
Plantation (no. of tree per 80 sqm) provided (Numerical value expected)	Mandatory	Provide as applicable
Parking basement (Numerical value with decimal expected)	Mandatory	Provide as applicable
Parking stilt (Numerical value with decimal expected)	Mandatory	Provide as applicable
parking ground (open) (Numerical value with decimal expected)	Mandatory	Provide as applicable
Total parking (in sqm)	Mandatory	Provide as applicable

3.1.4 Applicant Information

Fill Applicant Information Details. In case of multiple landowners and GPA holders, Create the application in the primary applicant's name only. In case the Applicant or GPA holder is a Govt or private organization, select institutional govt or institutional Private from the drop down.

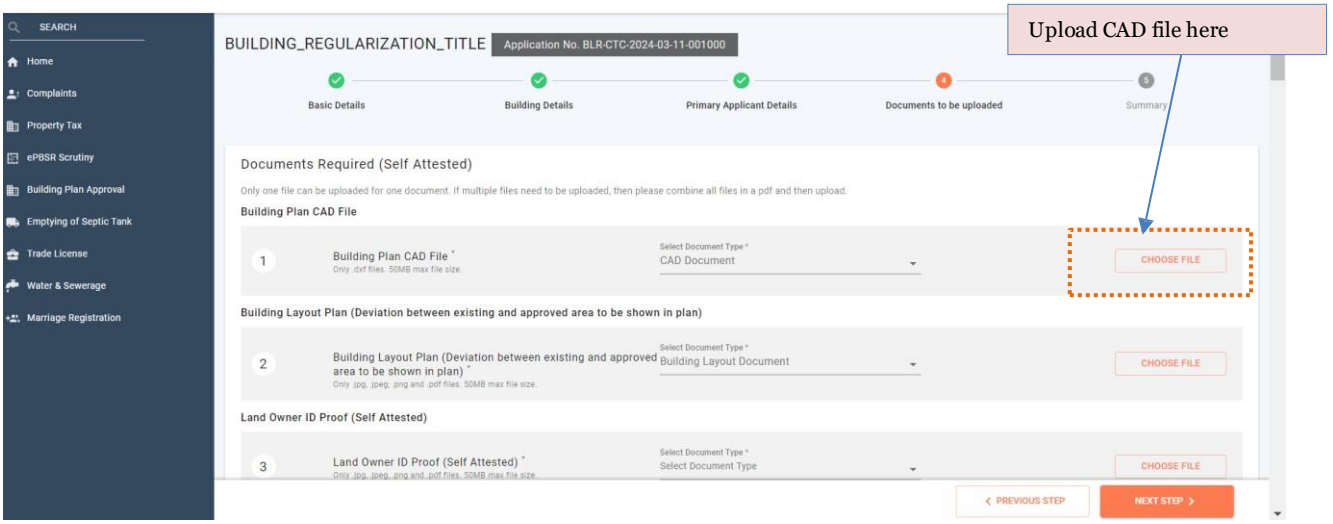


Field Name	Field Type	Purpose
Applicant type	Mandatory Field	Select Applicant type from the dropdown
Type of Applicant - Subtype	Mandatory Field	Select sub-Type of Applicant from the dropdown
Mobile No	Mandatory Field	Enter Registered Mobile Number of the Primary applicant (Citizen) and click the search button on the right side. Owners information will get auto populated
Applicant Name	Mandatory Field	This field will get auto populated after 'Mobile No' has been entered.
Correspondence address	Mandatory Field	This field will get auto populated after 'Mobile No' has been entered.
Email	Non-Mandatory field	Provide email Id of the applicant

3.1.5 Document upload

Provide the necessary Documents.

Provide the CAD file for the building, other necessary documents, and NOCs in the document section. Select the document type from drop down and select the correct type for it.

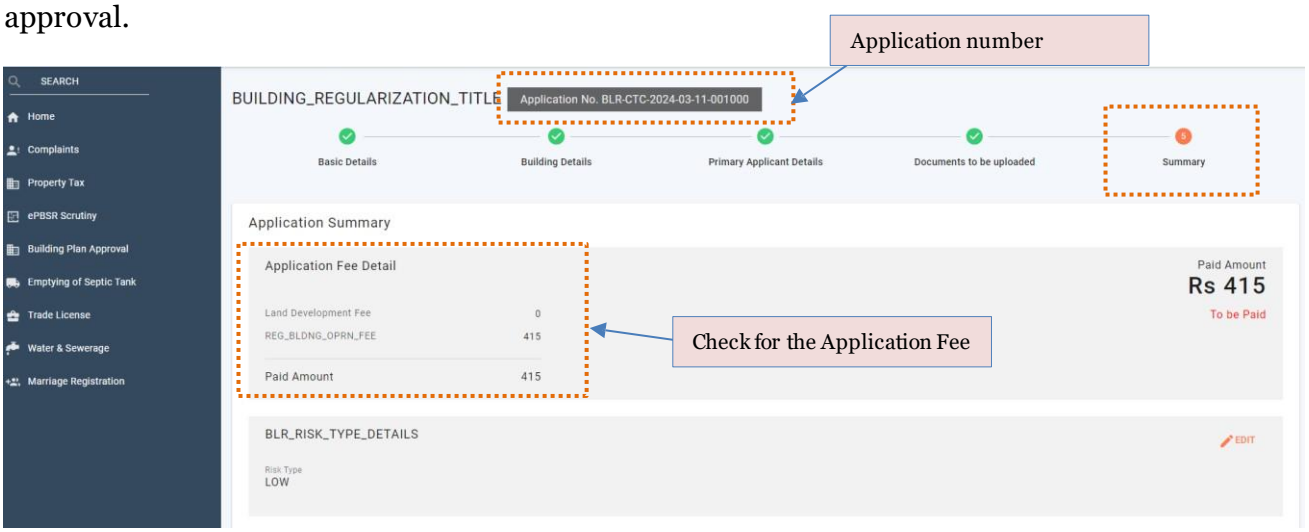


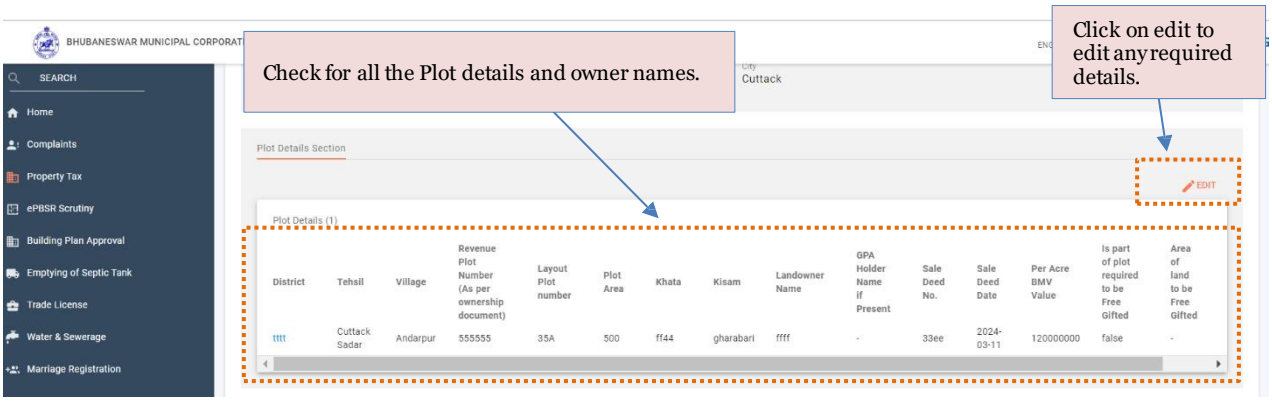
Document name	Mandatory/Non-Mandatory	Description
Building plan CAD File*	Mandatory	Provide the AutoCAD file for the regularization building.
Building Layout Plan (Deviation between existing and approved area to be shown in plan)*	Mandatory	Provide in required format
Land Owner ID Proof (Self Attested)*	Mandatory	Provide in required format
ID Proof of GPA holder if present	Non Mandatory	Provide in required format
ROR*	Mandatory	Provide in required format
Sale Deed/ Other Ownership Document*	Mandatory	Provide in required format
Khata Revenue Site Plan with plot marked authenticated by Tehsildar / Sub-Registrar*	Mandatory	Provide in required format
Previous Approval Drawing PDF	Non Mandatory	Provide in required format
Previous approval Letter	Non Mandatory	Provide in required format
Photographs of Building*	Mandatory	Provide in required format
Structural Safety Certificate (if Low risk building/10m height Architect, Upto 15 m Civil Engineer. and Above – Structural Engineer – Message to be Shown)*	Mandatory	Provide in required format
Site supervision certificate*	Mandatory	Provide in required format
Other Documents	Non Mandatory	Provide in required format
Deputy Forest Officer NOC Environment Clearance	Non Mandatory	Provide in required format
NOC from Urban Local Bodies under H&UD	Non Mandatory	Provide in required format
NOC from Public Health Engineering Organization	Non Mandatory	Provide in required format
NOC from Electricity Distribution Company	Non Mandatory	Provide in required format

NOC under Police under Home Department	Non Mandatory	Provide in required format
Water Department NOC	Non Mandatory	Provide in required format
NOC from Coastal Regulation– CRZ	Non Mandatory	Provide in required format
NOC_NOCTEHREVDISASMANG	Non Mandatory	Provide in required format
NHAI NOC	Non Mandatory	Provide in required format
NOC from Sri Jagannath Temple Administration	Non Mandatory	Provide in required format
NOC from Tehsildar	Non Mandatory	Provide in required format
NOC from Odisha State Coastal Zone Management Authority	Non Mandatory	Provide in required format
NOC from State Pollution Control Board (Mandatory if NOC is applicable in Sipasarubali area)	Non Mandatory	Provide in required format

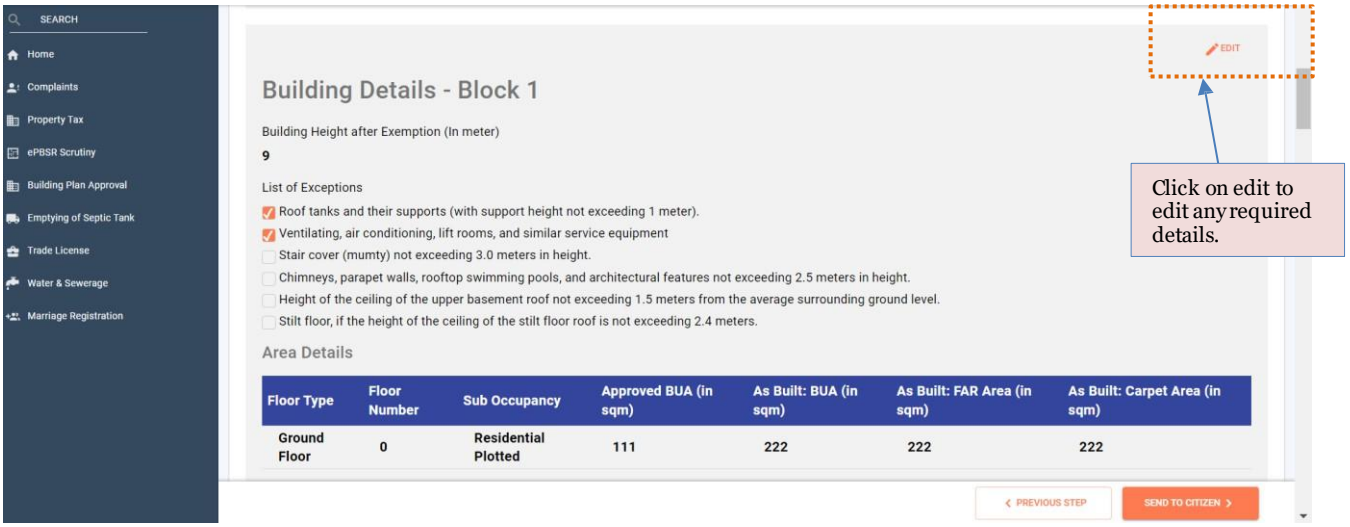
3.1.6 Application Summary page

Review the summary page, edit any details if found wrong and one confirmed, send the application for Citizen approval.

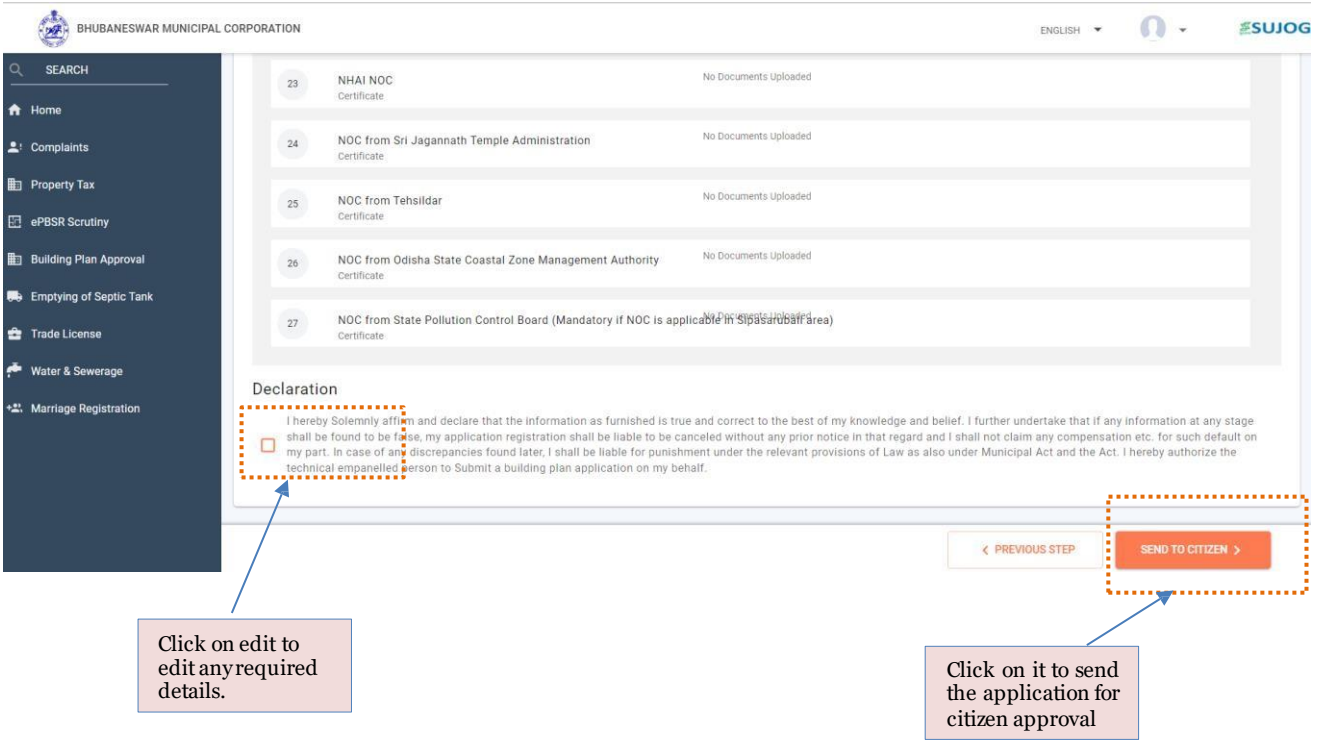




To edit any Building details page, click on edit any then move forward to the summary page again

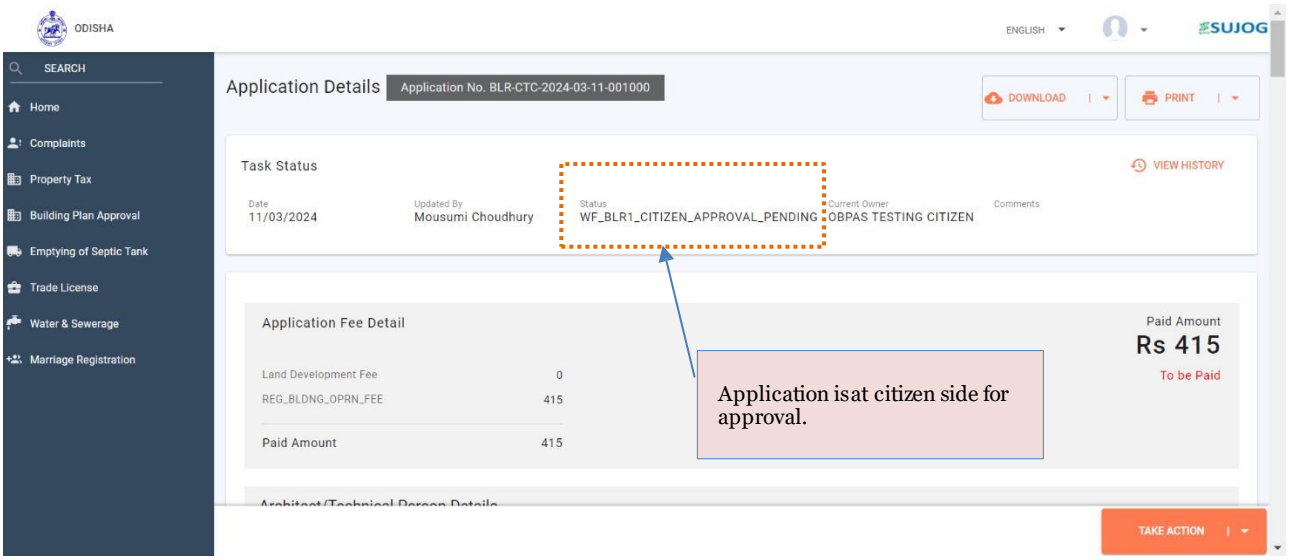


Once all data is verified, the declaration is to be made and then the application can be sent to citizen for approval.



3.2 Citizen approval

In case of Building regularization, Citizen approval is necessary before the application is submitted. Thus, the application is send to citizen for approval. Citizen needs to go through the application and all the details regarding plot, building and documents and once verified can give approval. In case something is needed to be changed. Citizen can send the application back to architect for editing.

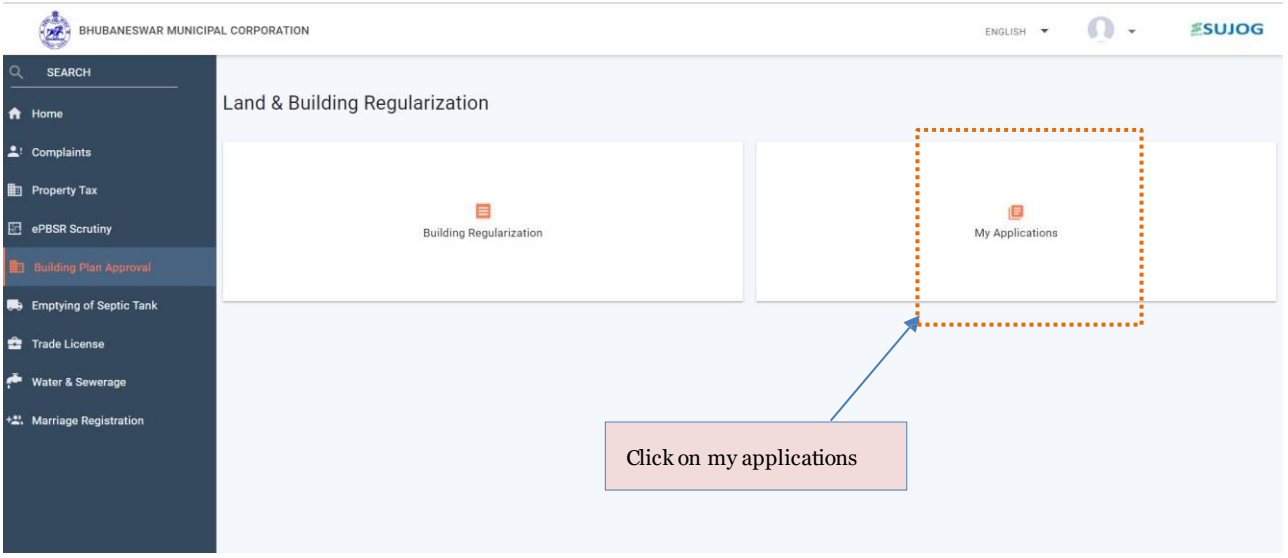


3.3 Application submission

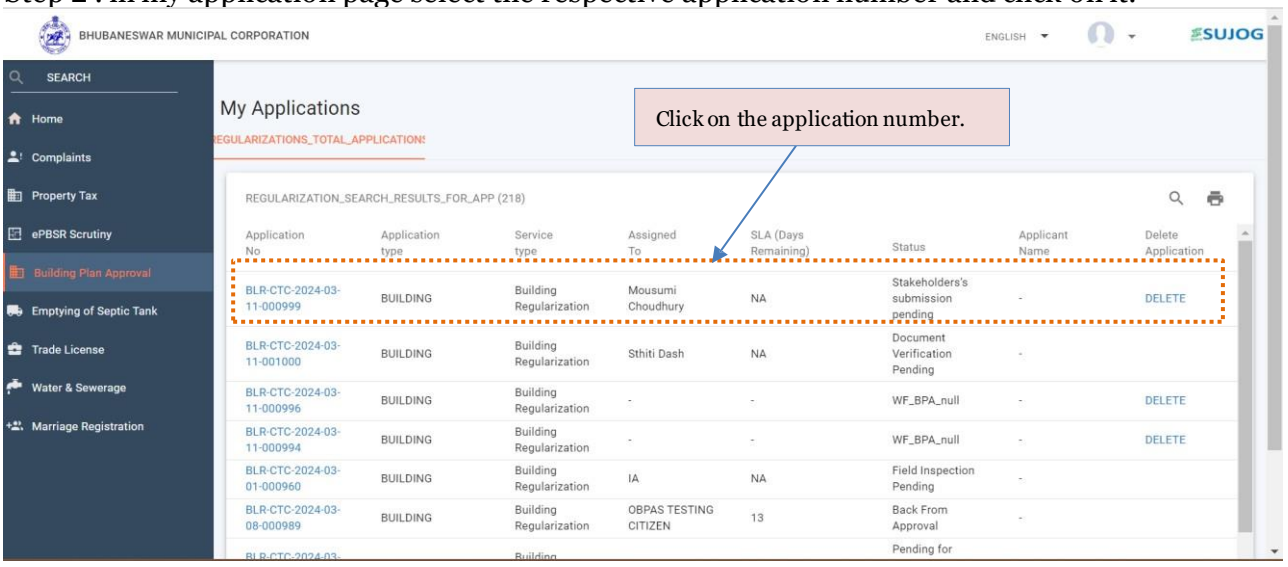
Once the application is approved by Citizen, review the application once and then the application can be submitted. Once submitted Architect or Citizen will be able to pay the application fee.

The same payment action can be performed by citizen as well once the application is submitted.

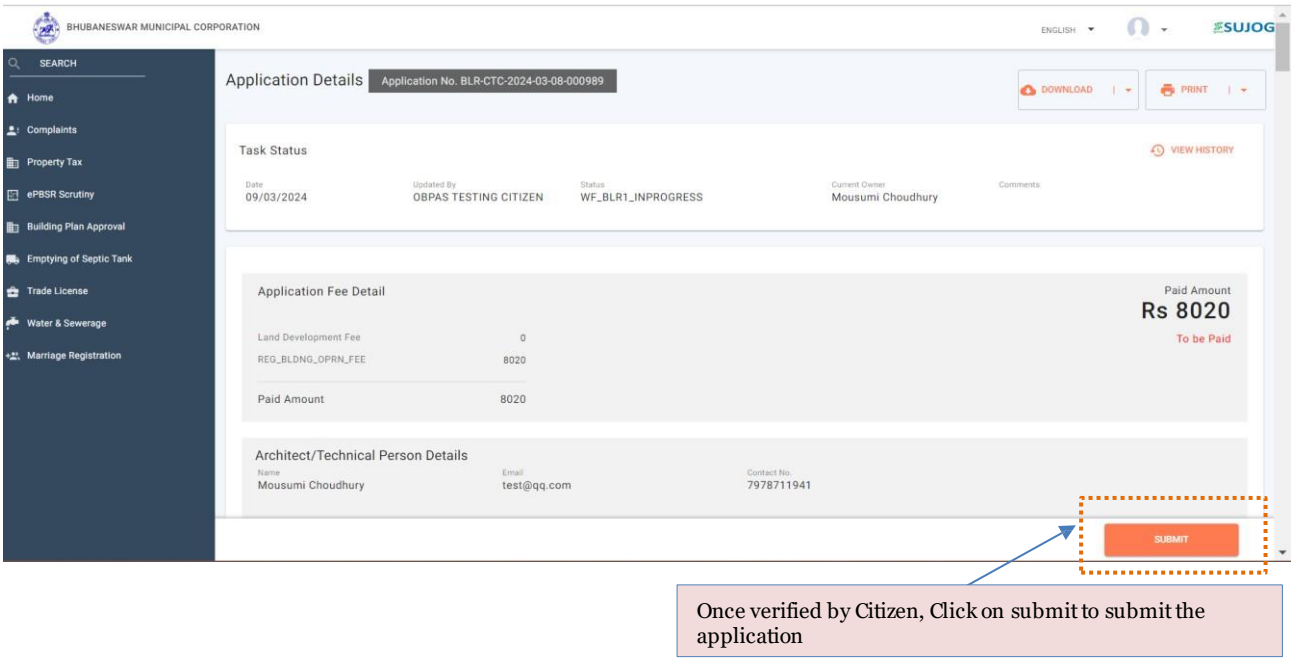
Step 1: Go to my applications inside land and building regularization.



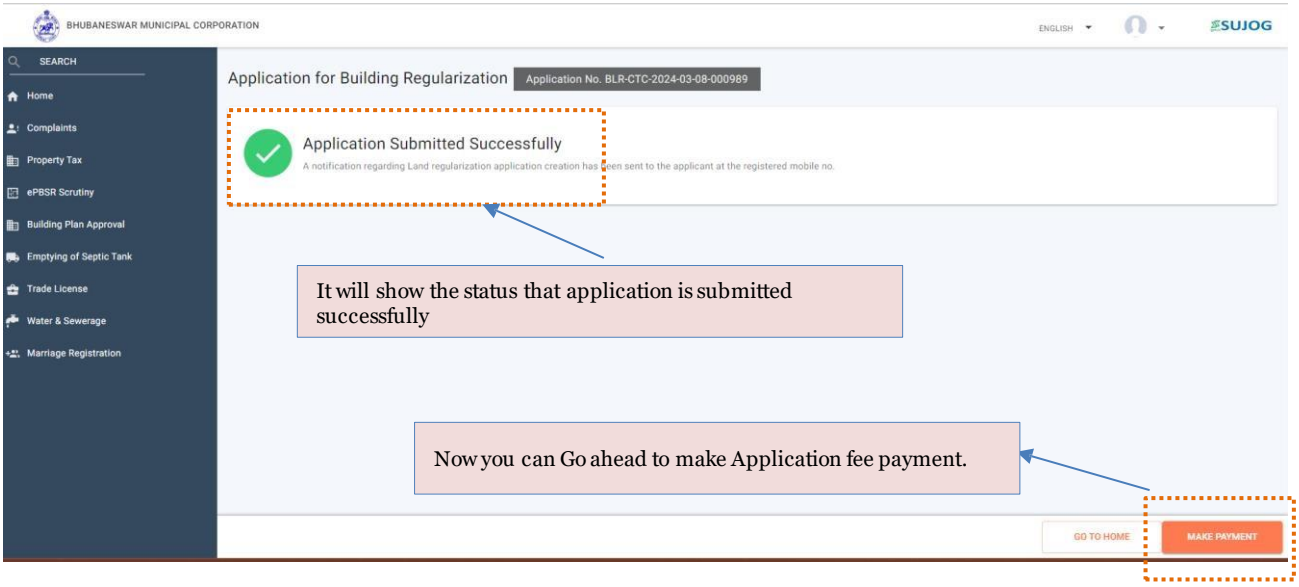
Step 2 : in my application page select the respective application number and click on it.



Step 3: In the application click on make submit.



Once verified by Citizen, Click on submit to submit the application

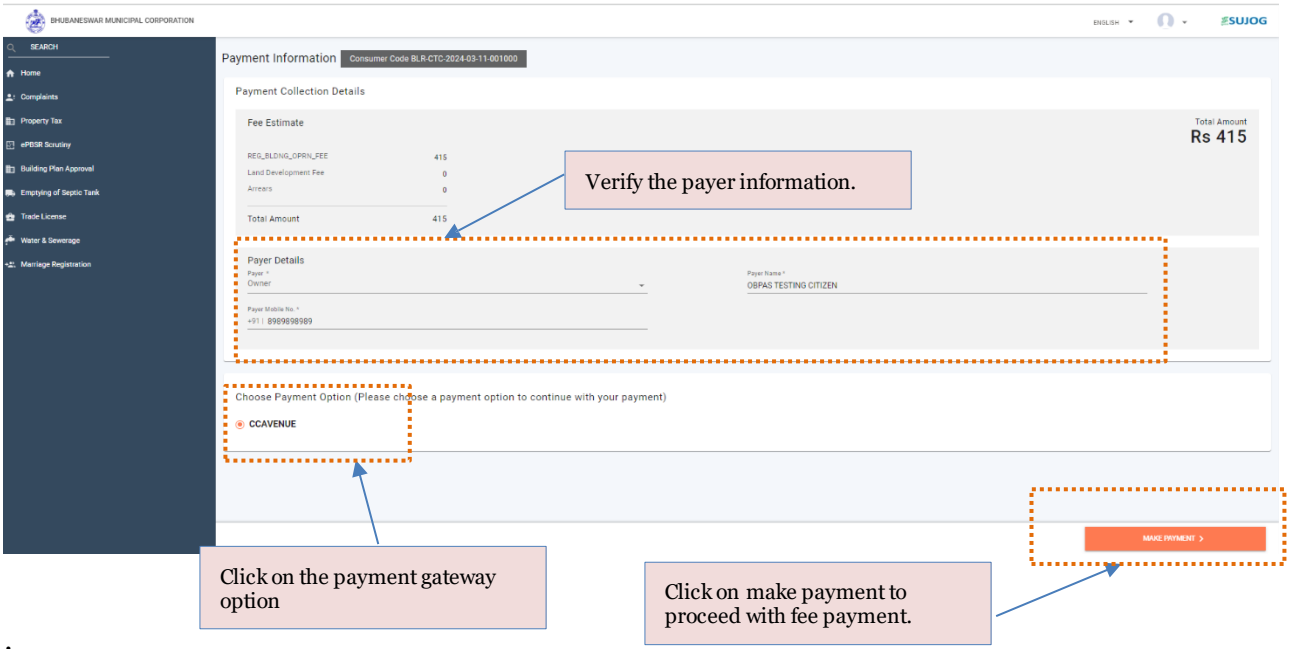


It will show the status that application is submitted successfully

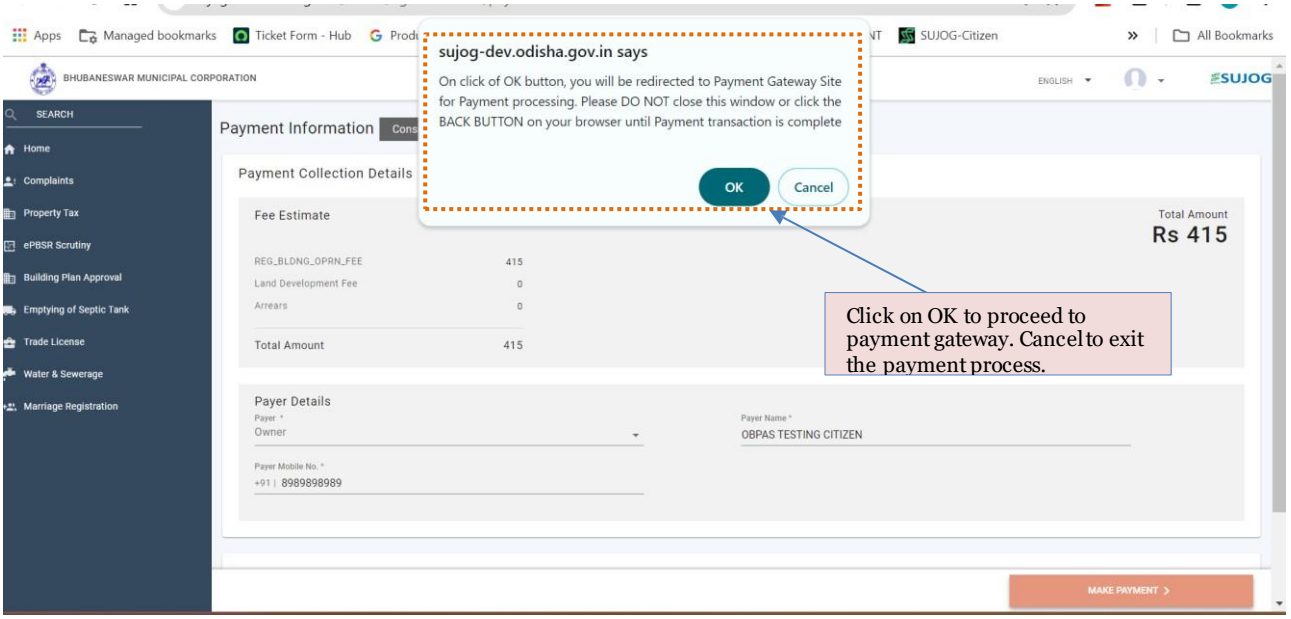
Now you can Go ahead to make Application fee payment.

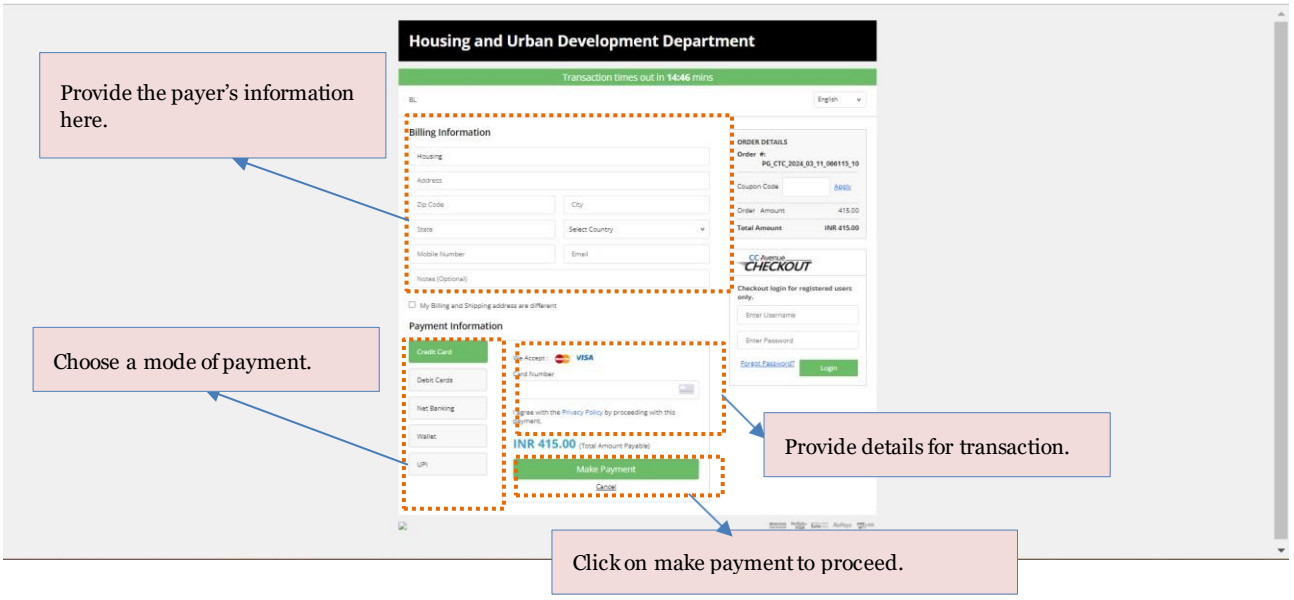
3.4 Application fee payment

Once application is submitted the payment can be done by both Architect or Tech Person and citizen. Once application fee is paid you would be able to download the application fee receipt.

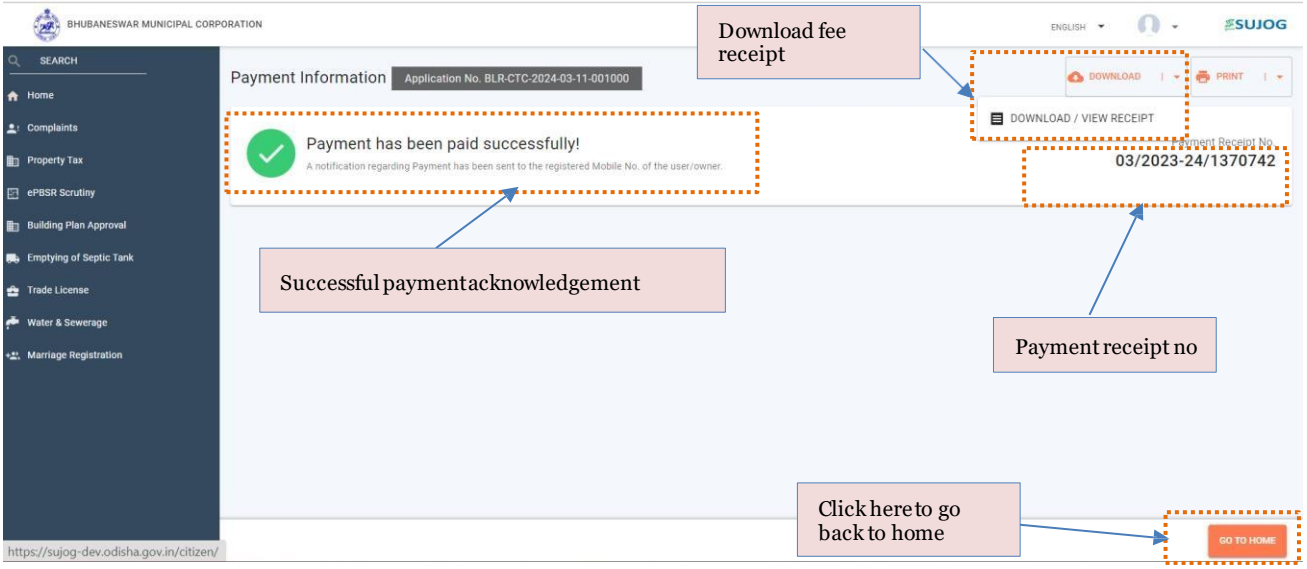


.

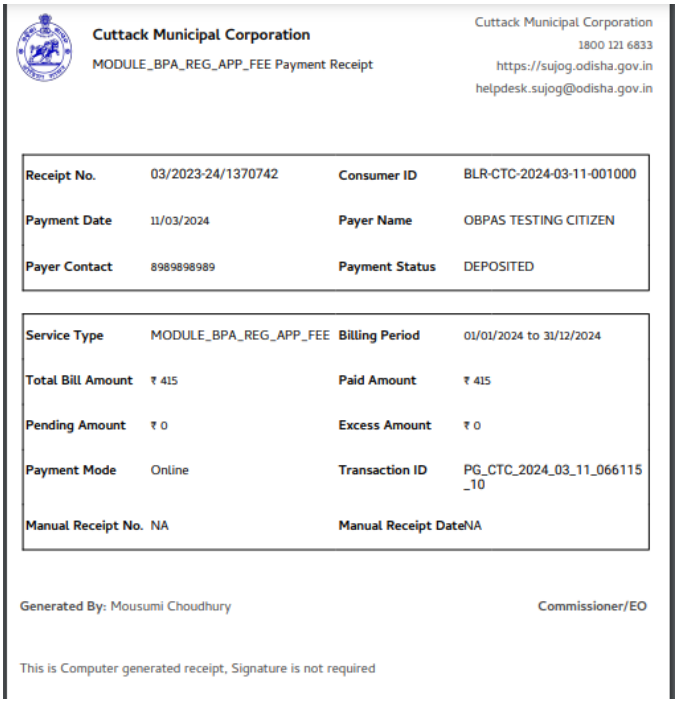




Once payment is successful you can download the fee receipt from the download section



Application fee receipt



Cuttack Municipal Corporation
MODULE_BPA_REG_APP_FEE Payment Receipt

Cuttack Municipal Corporation
1800 121 6833
https://sujog.odisha.gov.in
helpdesk.sujog@odisha.gov.in

Receipt No.	03/2023-24/1370742	**Consumer ID**	BLR-CTC-2024-03-11-001000
Payment Date	11/03/2024	**Payer Name**	OBPAS TESTING CITIZEN
Payer Contact	8989898989	**Payment Status**	DEPOSITED

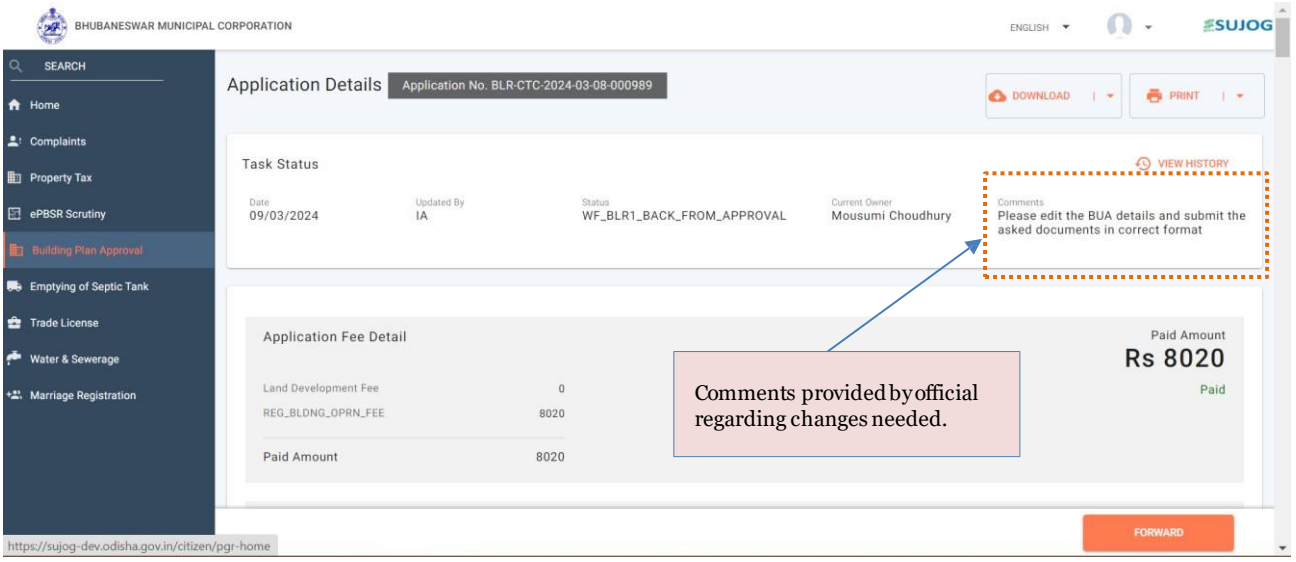
Service Type	MODULE_BPA_REG_APP_FEE	**Billing Period**	01/01/2024 to 31/12/2024
Total Bill Amount	₹ 415	**Paid Amount**	₹ 415
Pending Amount	₹ 0	**Excess Amount**	₹ 0
Payment Mode	Online	**Transaction ID**	PG_CTC_2024_03_11_066115_10
Manual Receipt No.	NA	**Manual Receipt Date**	NA

Generated By: Mousumi Choudhury — **Commissioner/EO**

This is Computer generated receipt, Signature is not required

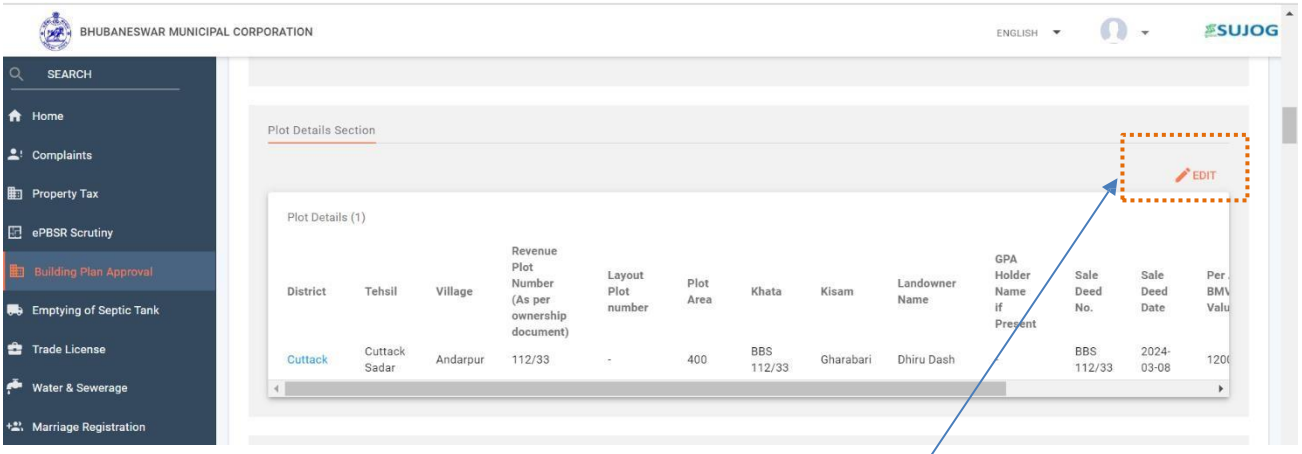
3.5 Building Regularization Editing of Details and Document upload when sent back to citizen.

In case the Official sees any necessity to ask for documents, edit the risk type, provided area details or any other details of plot or building, they will send the application back to the Architect and Citizen. Once the status is back from approver, citizen can upload the enabled document or edit the specific details as asked.



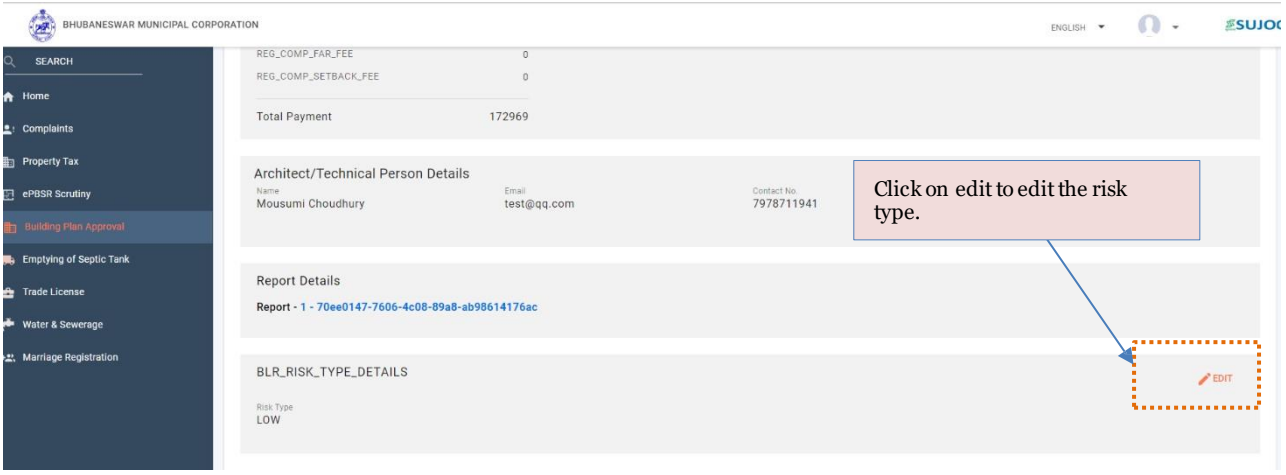
3.5.1 Edit plot details.

To edit any data provided in the plot details section, click on edit and make necessary changes.

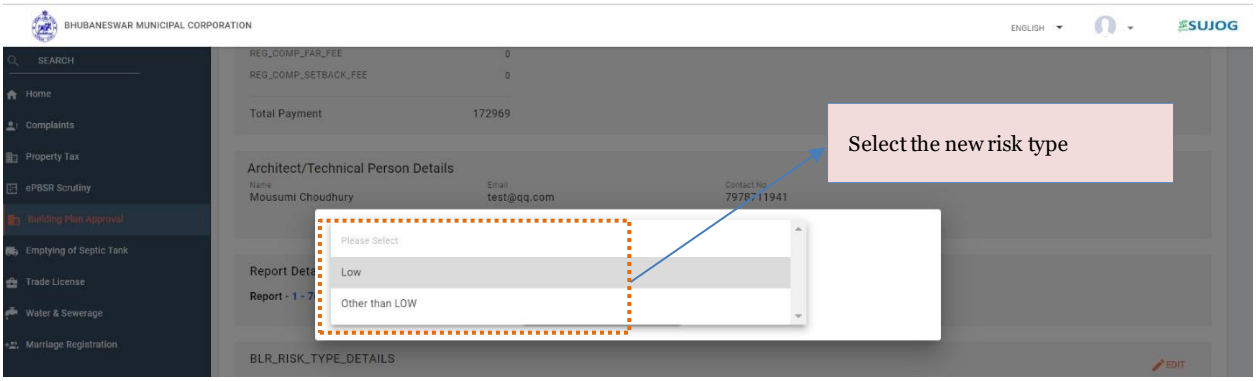


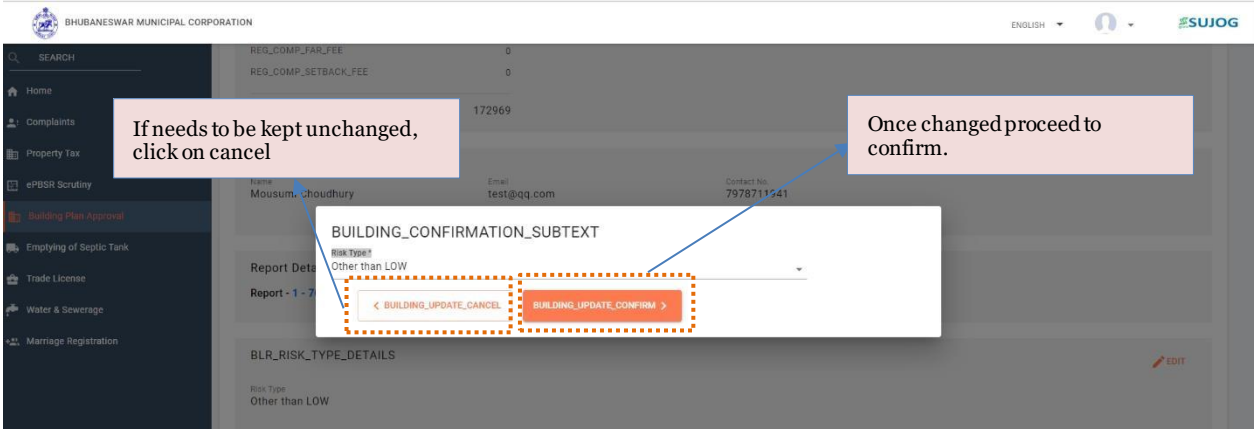
3.5.2 *Edit RISK TYPE of the Project*

Once edit is clicked for Risk type, a page containing all building details section will open where all the details need to be put again. Incase of edit option at the building detailssection similar page will open.

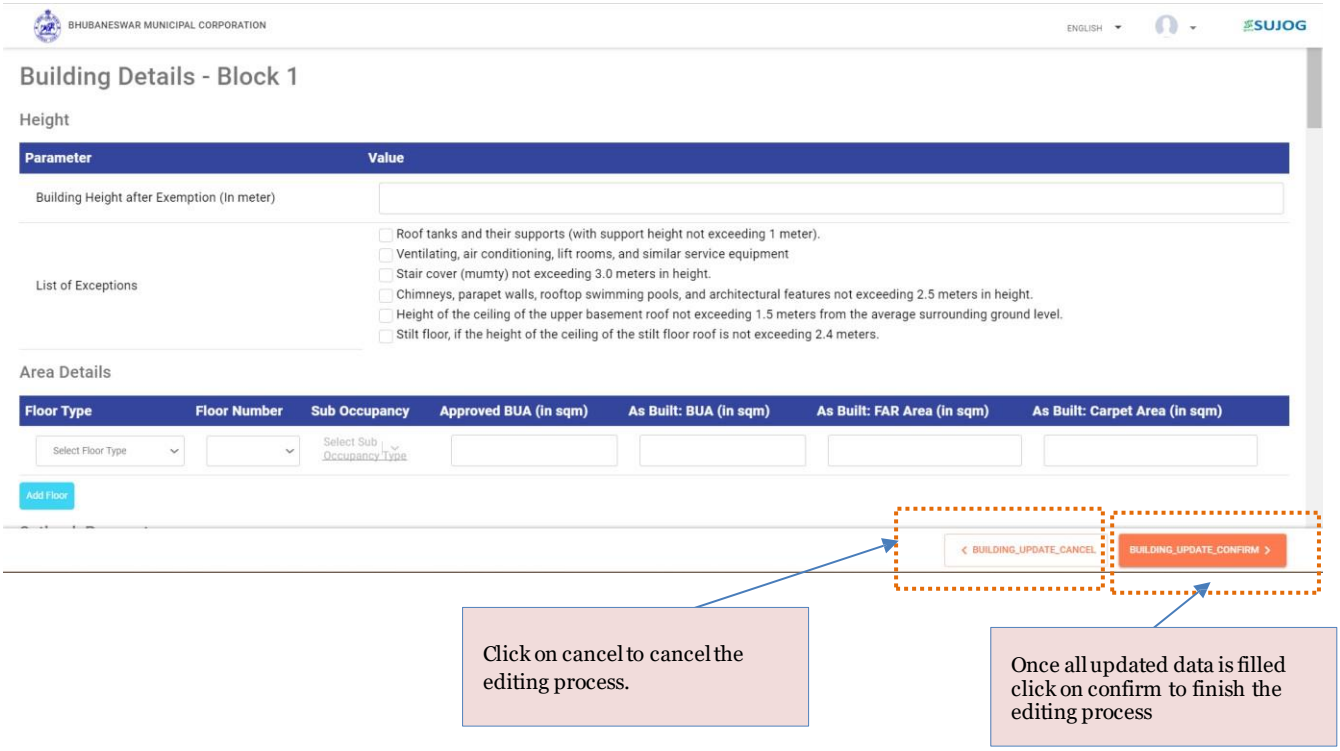


When risk type is edited a pop up like this appears where first the new risk type is to be selected and then proceed with filling all the data.



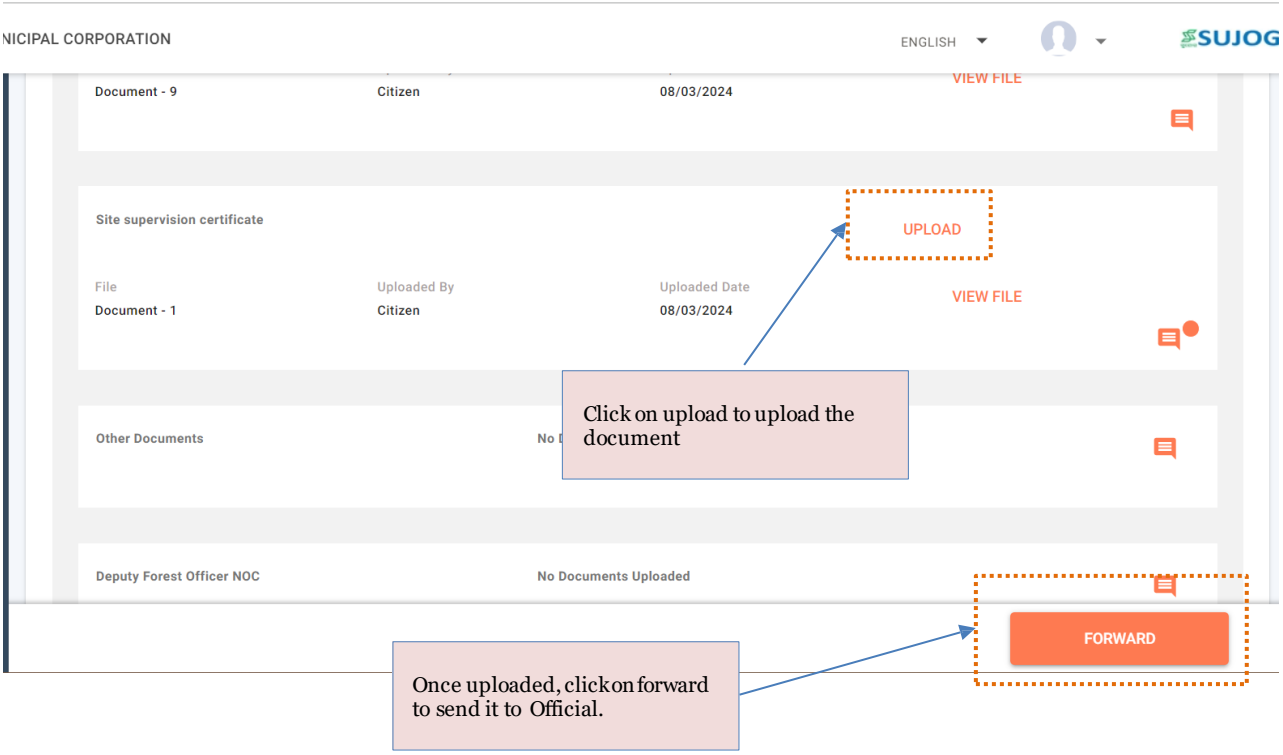


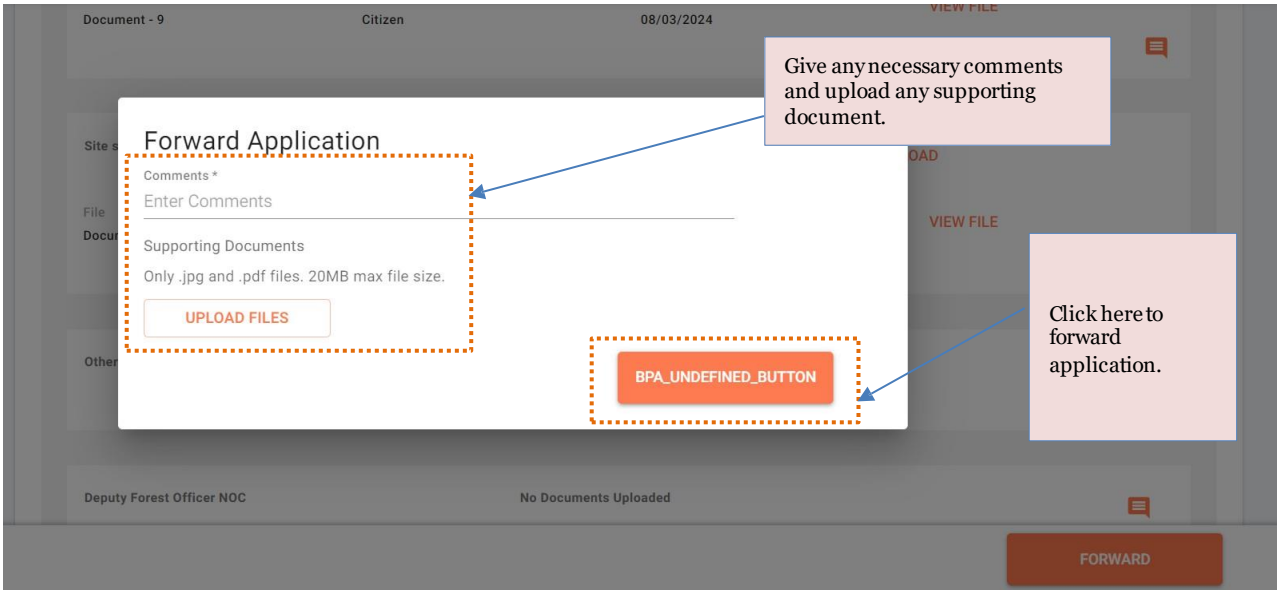
Once confirmed it will ask for the entire building details section to be filled again. Fill the data again and confirm to proceed. If the edit is not required, then click on cancel and exit the edit page. The same page opens when the edit on building section is clicked. Only difference is that the risk type cannot be edited by clicking edit in building section.



3.5.3 *Upload documents*

Document can be uploaded in the document section by clicking on upload option of the enabled document.



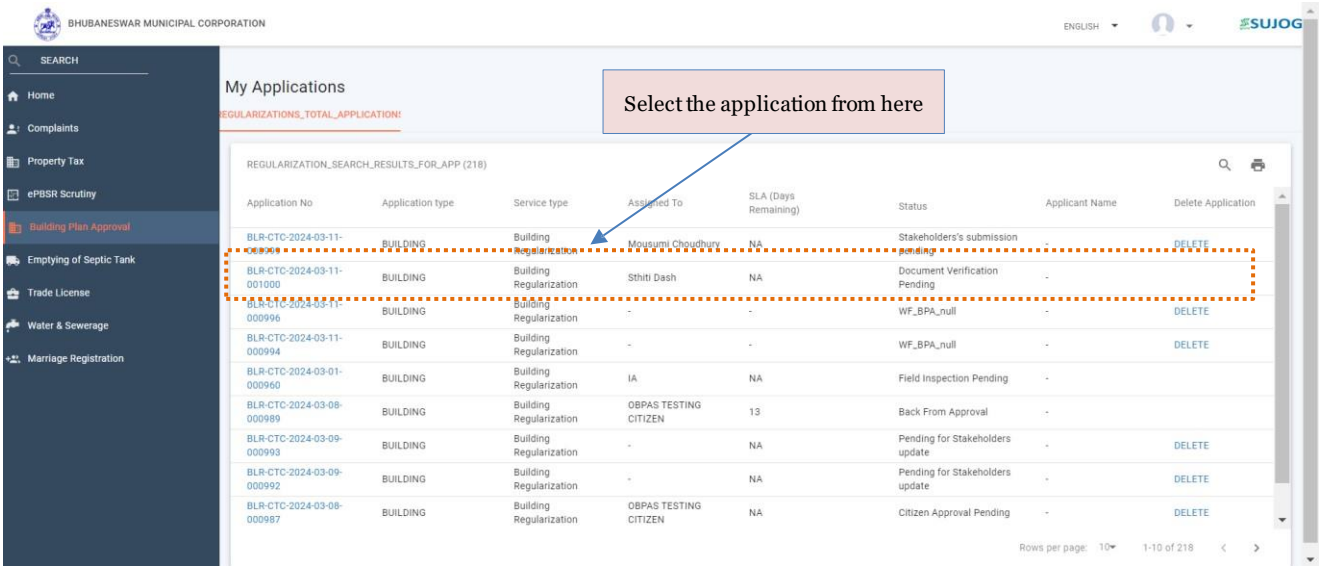


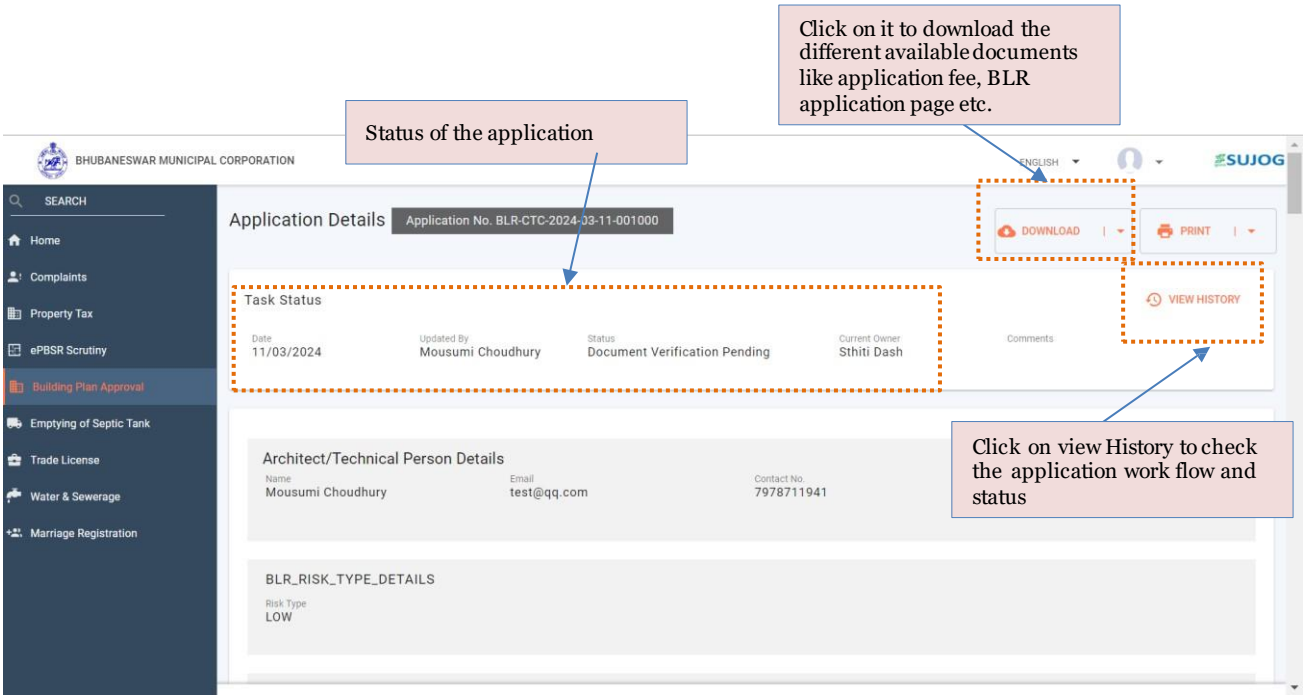
3.6 *Track Application status*

Track your application through the my application page of Land and Building regularization.

3.6.1 *My Applications page for Building regularization.*

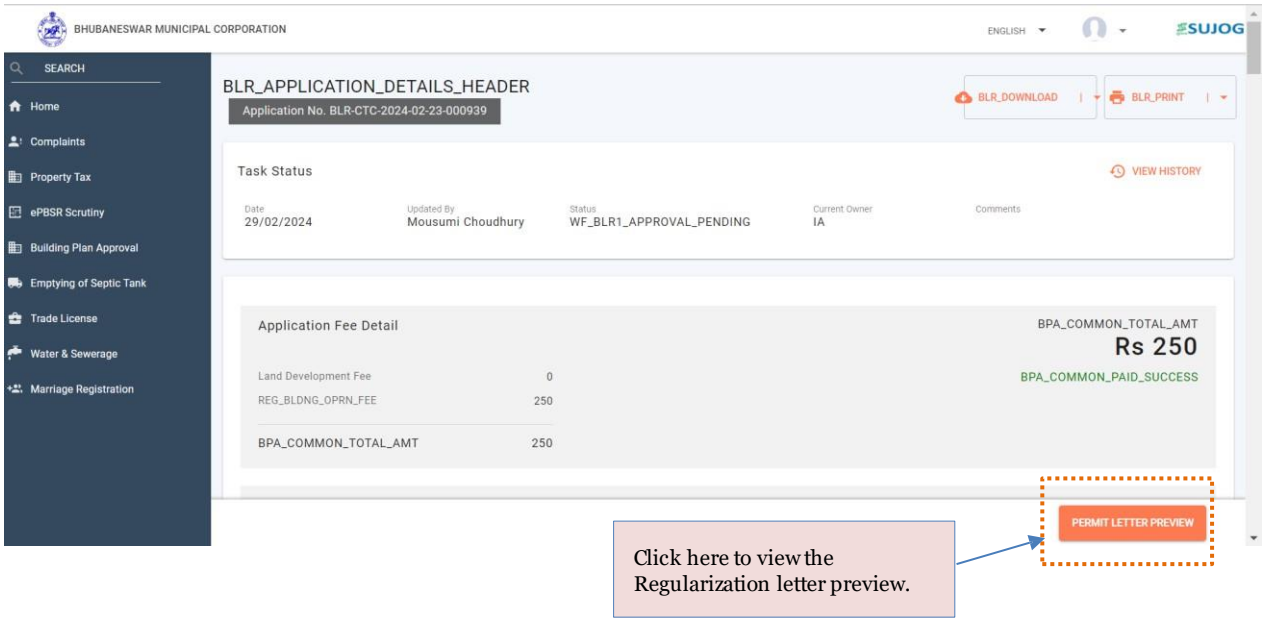
In my applications page you will ab able to see the current status of all the Building regularization applications created by the Architect. You can check the status, assignee name here. Also if any application is scrapped during the creation process for which application fee is not paid, you can delete that application as well. If the application is sent back from officials, it will show the days remaining to meet the compliance.





3.6.2 *Regularization Certificate preview*

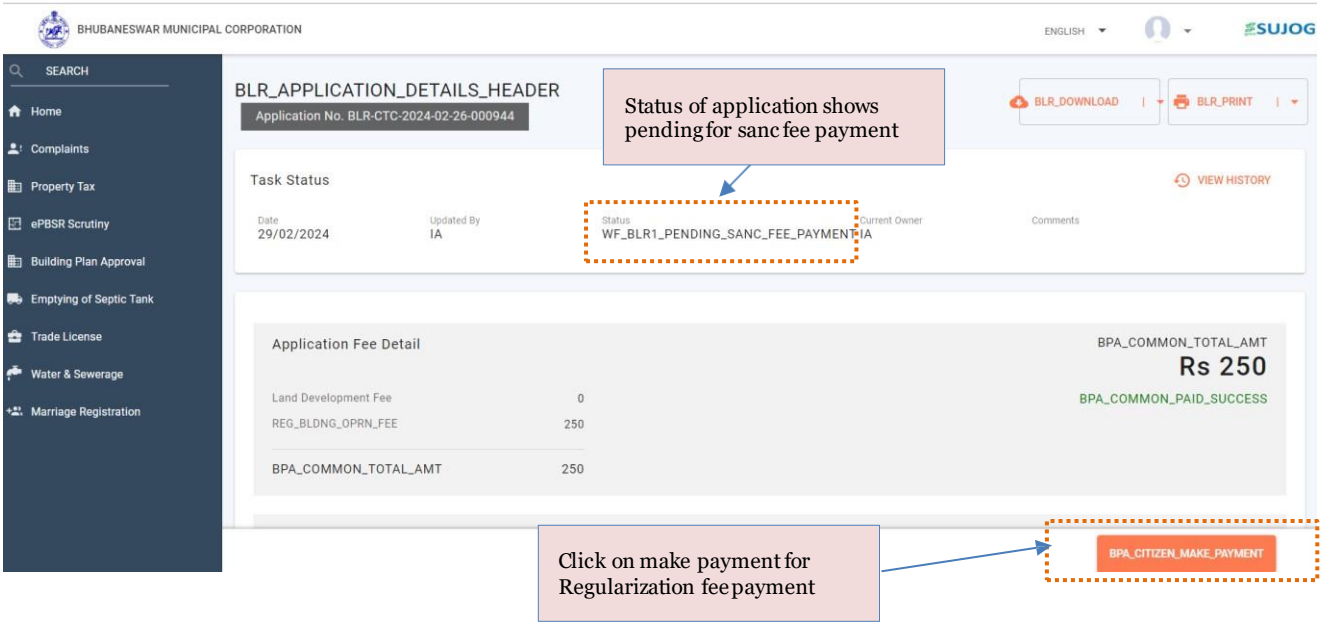
Once the application is at the official level, Architect can view the Regularization letter preview and request the official to send the application back to correct any mistake in the application.

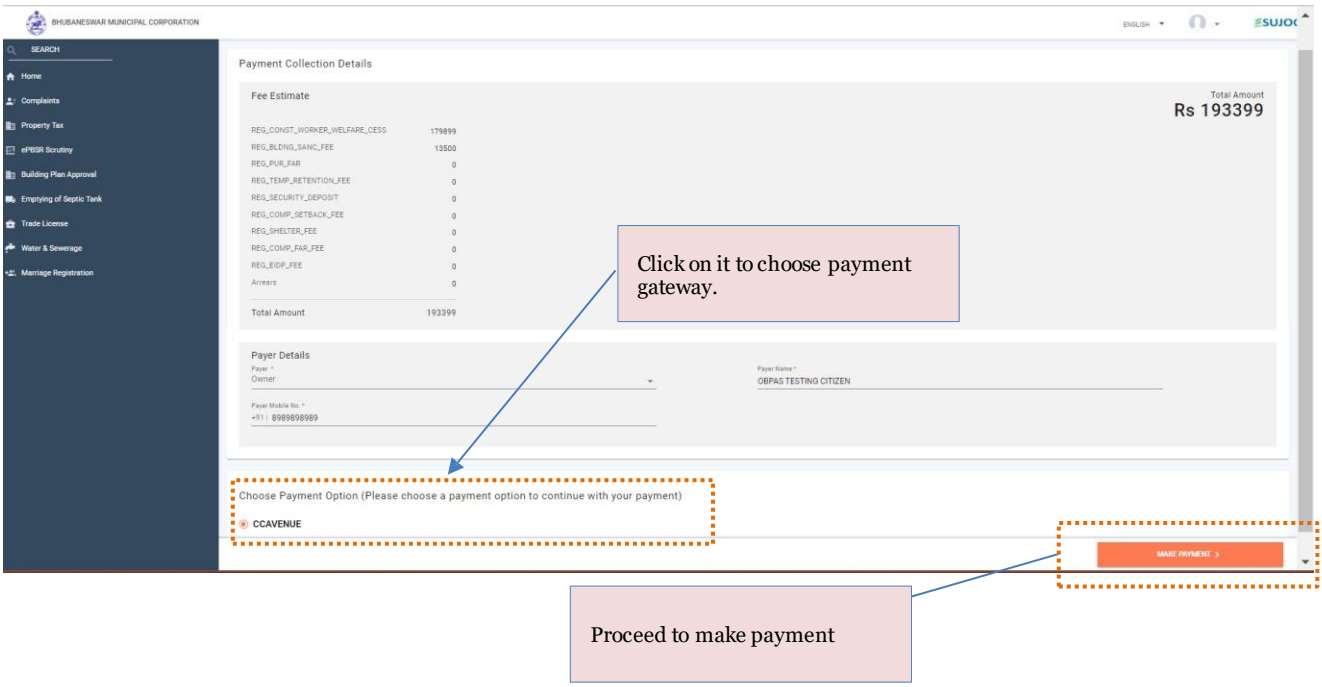


3.7 *Pay Regularization fee and Download Certificate*

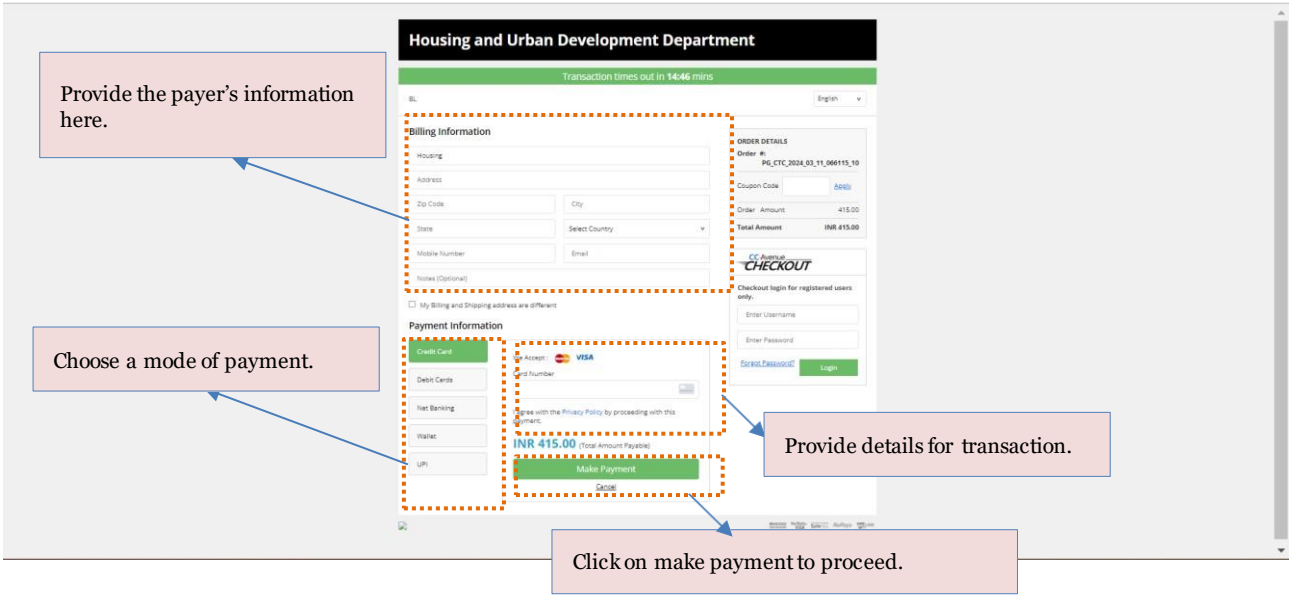
3.7.1 *Pay Regularization fee.*

Once the approver approves the application, You can now pay the Regularization fee for the application and once the payment is processed successfully, it will show at approvers end for Digital signature on the regularization Regularization letter and Drawing document.

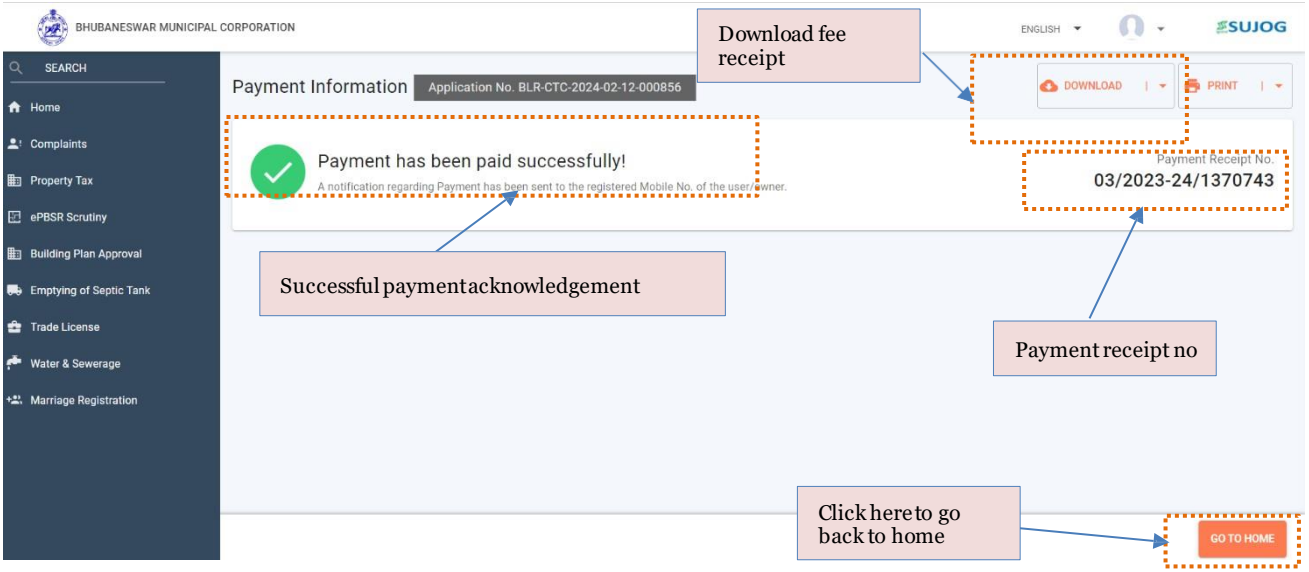




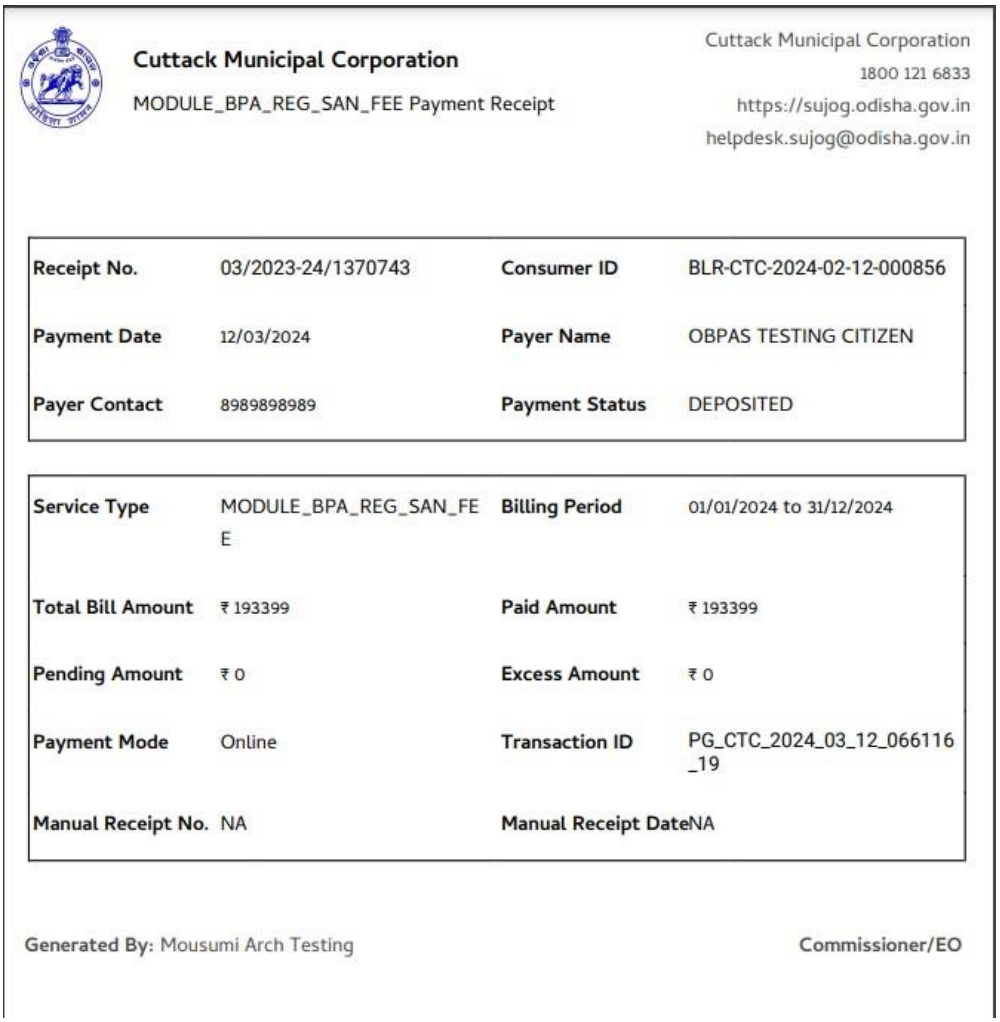
Proceed to payment gateway site to make payment.



Once payment is successful you can download the fee receipt from the download section



Regularization fee receipt sample



Cuttack Municipal Corporation

MODULE_BPA_REG_SAN_FEE Payment Receipt

Cuttack Municipal Corporation
1800 121 6833
https://sujog.odisha.gov.in
helpdesk.sujog@odisha.gov.in

Receipt No.	03/2023-24/1370743	**Consumer ID**	BLR-CTC-2024-02-12-000856
Payment Date	12/03/2024	**Payer Name**	OBPAS TESTING CITIZEN
Payer Contact	8989898989	**Payment Status**	DEPOSITED

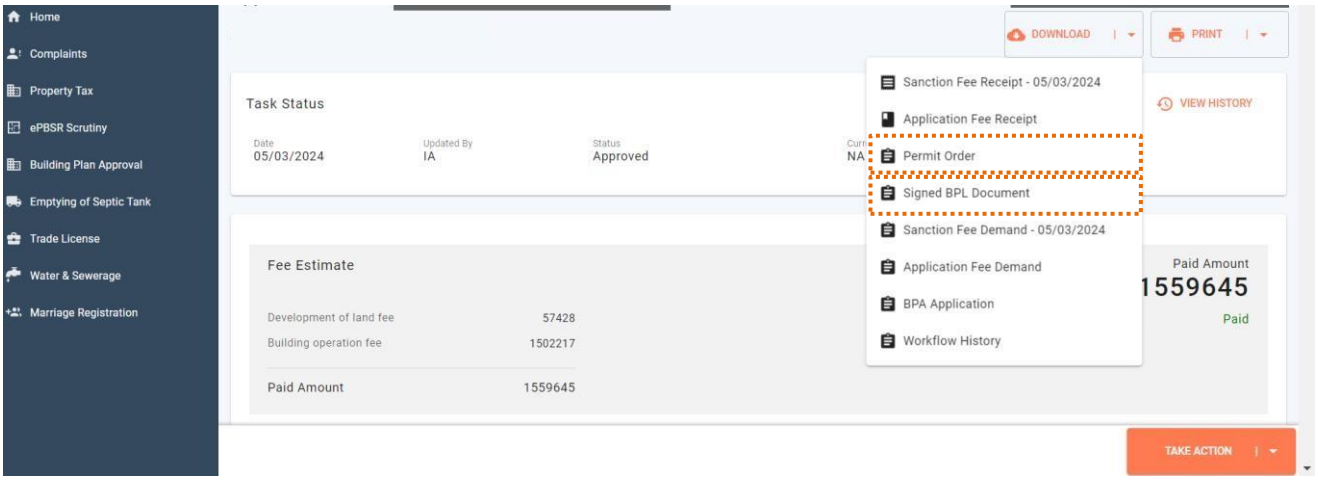
Service Type	MODULE_BPA_REG_SAN_FEE	**Billing Period**	01/01/2024 to 31/12/2024
Total Bill Amount	₹ 193399	**Paid Amount**	₹ 193399
Pending Amount	₹ 0	**Excess Amount**	₹ 0
Payment Mode	Online	**Transaction ID**	PG_CTC_2024_03_12_066116_19
Manual Receipt No.	NA	**Manual Receipt Date**	NA

Generated By: Mousumi Arch Testing

Commissioner/EO

3.7.2 *Download Regularization letter and BPL document.*

Once the Payment is done, the application will show at official end for Digital signature of Regularization letter and BPL Document. Once both are signed, they can be downloaded from the download section of the application page.



Sample Regularization letter

Cuttack Municipal Corporation

FORM-II

[See Rule - 10 (5) of ODA (P&BS) Rules, 2020]

Letter No. BLR/CTC/000060, Cuttack, Dated: 08/03/2024

Sujog-OBPS APPLICATION NO. BLR-CTC-2024-03-08-000990

Permission under sub-section (3) of the Section-16 of the Odisha Development Authorities Act, 1982 (Act 14 of 1982) is hereby granted in favour of Land Owner

Plot Number	Plot Area	Khata No	Kisam	Village	Land Owner Name	GPA Holder Name
112/33	450	BBS 112/33	Gharabari	Andarpur	Dhiru Dash	Murli Dash

Building Regularization of a 5 storeyed building within the Development Plan Area of Cuttack subject to following parameter and conditions/restrictions.

Total plot area (As per document) : **450.0 SQM**
Total plot area (As per Possession) : **450.0 SQM**

Block-No.1	Approved (BUA Area)	Existing (BUA Area)	Deviation (BUA Area)	Proposed use
Floor-0	500	1200	700.0	Residential Plotted
Total BUA Area	500.0	1200.0		

Total no. of Dwelling Units -5

Bye Laws Provisions	Required	Proposed
No.of staircases		5
No.of Lifts		5

Validity unknown
Digitally Signed
Date: 08-Mar-2024 13:12
Location: Odisha

Visitor parking(in Sqm.)	5	5
Plantation(no of tree per 80Sqm.)	5	5
F.A.R	3 (Max. Permissible) 2 (Base FAR)	ACHIEVED- 2.40(0 Purchasable FAR)
Height (mtr.)	B1-9	
Parking	Basement-5+ Stilt- 5 + Ground (Open Parking)-5 Total -5 Sqm.	
Grand Total FAR Area - 1200.0 Sqm.		
Grand Total BUA - 1200.0 Sqm.		

Block No.	Item	Provided (in Mtr)
1	Front Set back	5
	Total Cumulative Front and Rear Set Back	5
	Total Cumulative Side Set Back	5

1. The Building shall be used exclusively for Residential Plotted purpose and the uses shall not be changed to any other use without prior approval of this Authority.

2. The development shall be undertaken strictly according to plans enclosed with necessary permission endorsement.

3. Parking space measuring 0 sq. mtr. as shown in the approved plan shall be exclusively used for parking and no part of it will be used for any other purpose.

4. The land over which construction is proposed is accessible by an approved means of access of 9.0 mtr. width.

5. The land in question must be in lawful ownership and peaceful possession of the applicant.

6. The applicant shall free gift 0 sq.mtr. of located in the Cuttack Municipal Corporation for the widening of the road/construction of new roads and other public amenities prior to completion of the development as indicated in the plan.

7. The permission is valid for period of three years with effect from the date of issue.

8. Permission accorded under the provision of Section 16 of ODA Act, cannot be construed as an evidence to claim right title interest on the plot on which the permission has been granted.

9. If any dispute arises with respect to right, title interest on the land on which the permission has been granted, the permission so granted shall be automatically treated as canceled during the period of dispute.

10. Any construction and development made by the applicant or owner on the disputed land will be at his risk without any legal or financial liability on the Authority.

11. Other conditions to be complied by the applicant are as per the following:

12. The is approved on payment following fees:

Sl No.	Item	Amount (Rs)
i	Regularization Building Purchasable FAR	0.0
ii	Regularization Building Temporary Retention Fee	10000.0
iii	Regularization Building Construction Worker Welfare Cess (CWWC)	139922.0
iv	Regularization Building EIDP Fee	1.0
v	Regularization Building Purchasable FAR	350000.0
vi	Regularization Sanction Fee Adjustment Amount 1	1000.0
vii	Regularization Building Shelter Fee	0.0
viii	Regularization Sanction Fee Adjustment Amount 2	2000.0
ix	Regularization Building Sanction Fee	10500.0
x	Regularization Building EIDP Fee	7500.0
xi	Regularization Building Security Deposit	0.0
xii	Land Development Fee	0.0
xiii	Regularization Building Operation Fee	7250.0

Date: 08/03/2024

BY ORDER OF
IA
Authorized Officer
Cuttack Municipal Corporation

Validity unknown

4 Applying for Land and Building Regularization

The Land regularization service is meant for approval of unauthorized Sub divided plots. This Service can be applied for by Citizen (Applicant) Only. This service is governed by the following:

1. Scheme for regularization of unauthorized Layouts 2017:
2. For regularization of plots prior to 30th May 2017

ODA (P&BS) Amendment Rules 2022:

Regularization of plots subdivided on or after 30th May 2017 till 29th December 2022

Important: The Land Regularization service will be applicable for ODA areas only as currently there is no scheme or provision in OTPIT Bye Laws for Land regularization

No Unauthorized land will be regularized which were sub divided after 29th December 2022

The building regularization service is meant for approval of unauthorized Buildings. Under 'Building Regularization' there will be 2 use cases

3. Entire Building area is Unauthorized
4. Building has Approved + Unauthorized Area

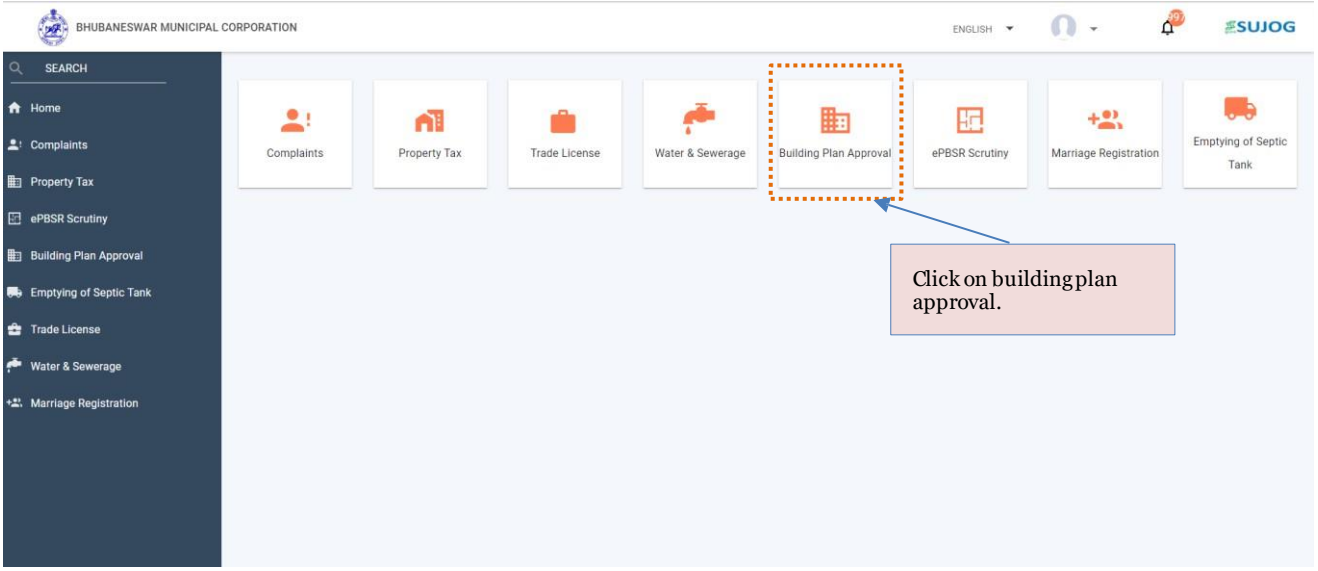
The land and building regularisation service can be applied together in sujog.

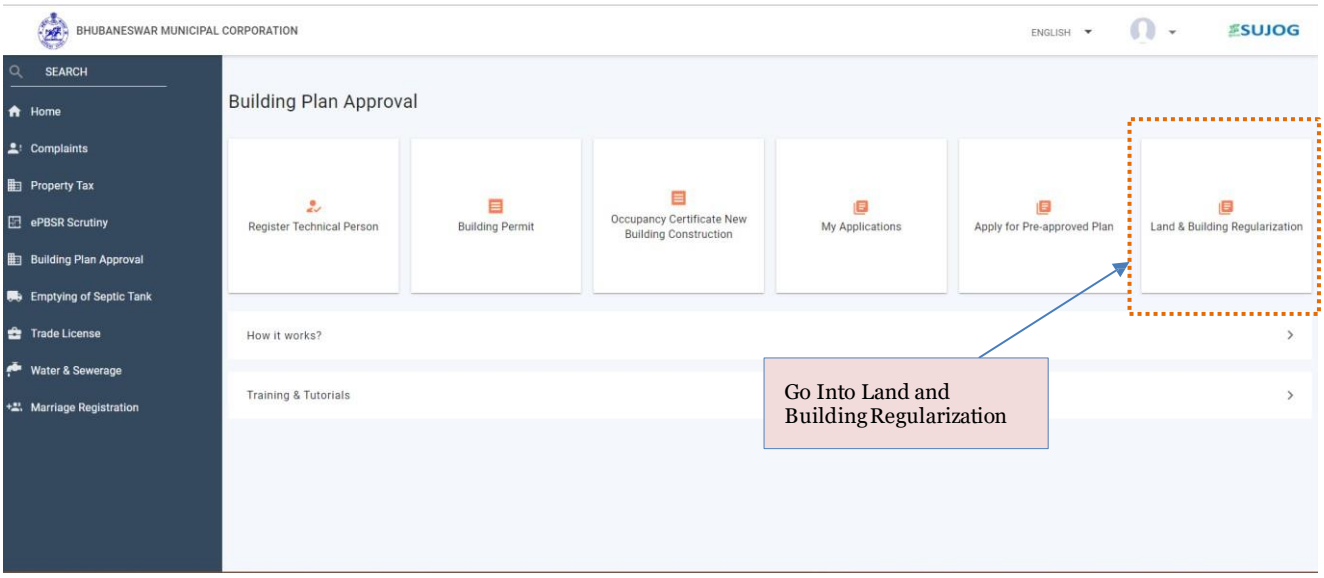
4.1 Application Creation

This Service can be applied by Architects/Technical Persons Only

Follow the steps below to apply for Building Regularization:

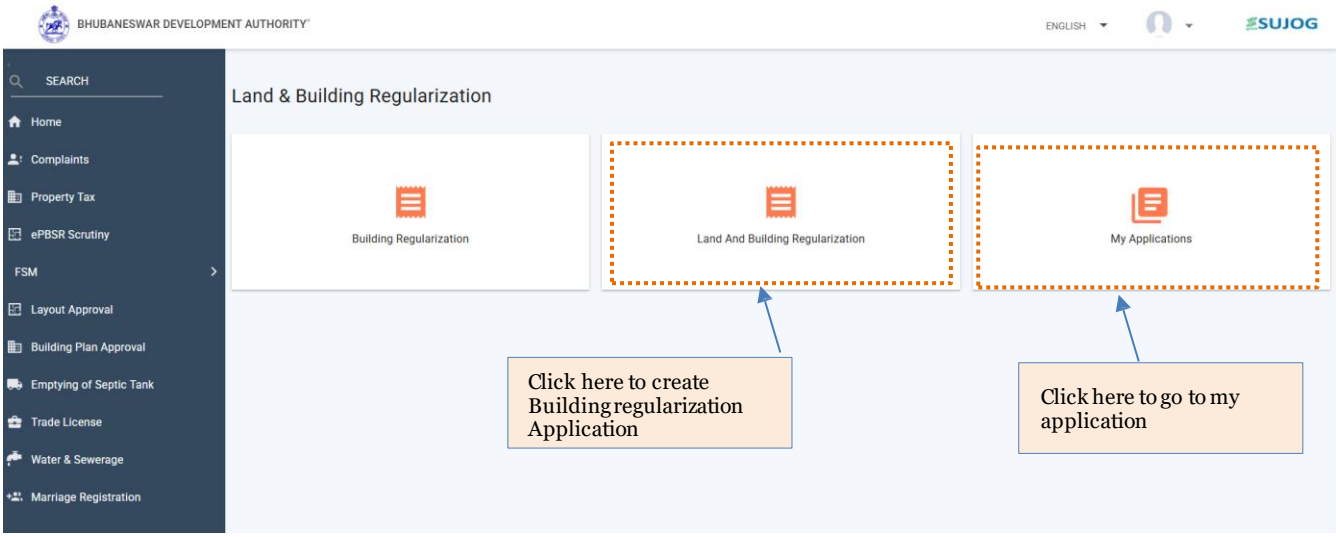
To reach the building regularization page go to building plan approval and then to land and building regularization.



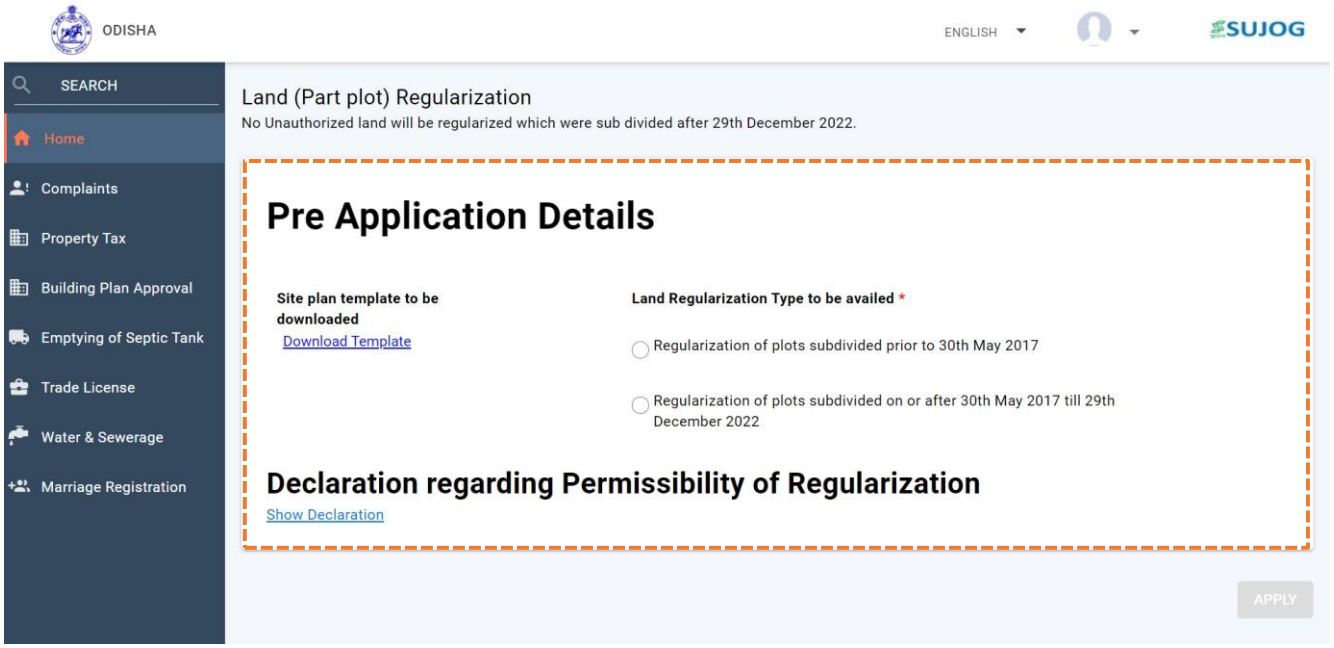


4.1.1 *Land & building regularization page*

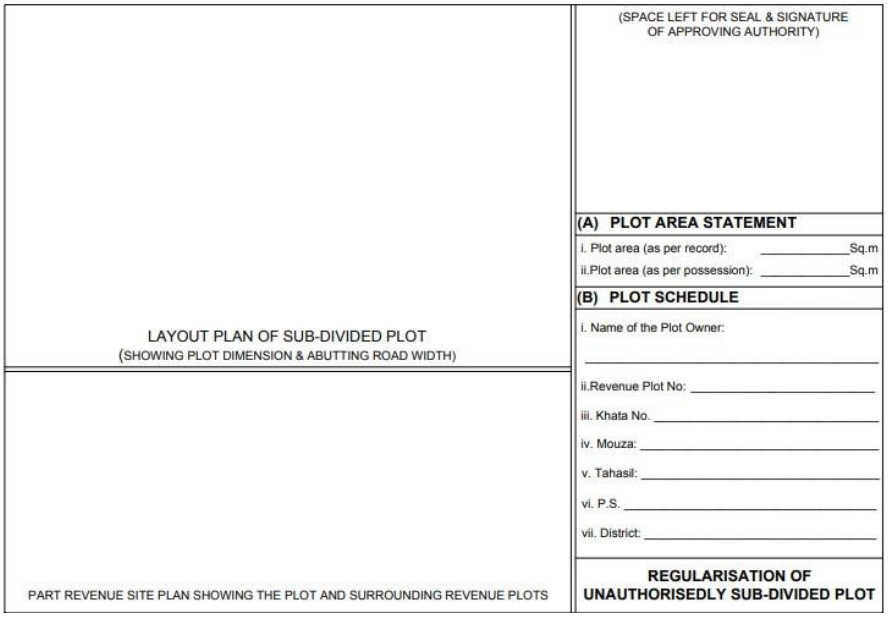
Inside the land building regularization page Architects and Technical Persons will find options to Create building regularization application and option to go into my applications.



4.1.2 Pre-Application Details & Declaration.



Site Plan Template format:
Citizens must download this template, fill the details, draw the site plan layout and then upload it in the document upload section.



Land Regularization type to be availed:

1) Regularization of plots subdivided prior to 30th May 2017.

If the plot was subdivided before 30th May 2017, then citizen must select the first option.

Minimum access road width has to be = 4.5 meters Compounding fee charges:

- Up to 500 sqft plot area - No Charge
- Above 500 sqft plot – 5000 sqft Plot area – 1% of BMV of Plot
- Above 5000 sqft Plot area - 5% of BMV of Plot

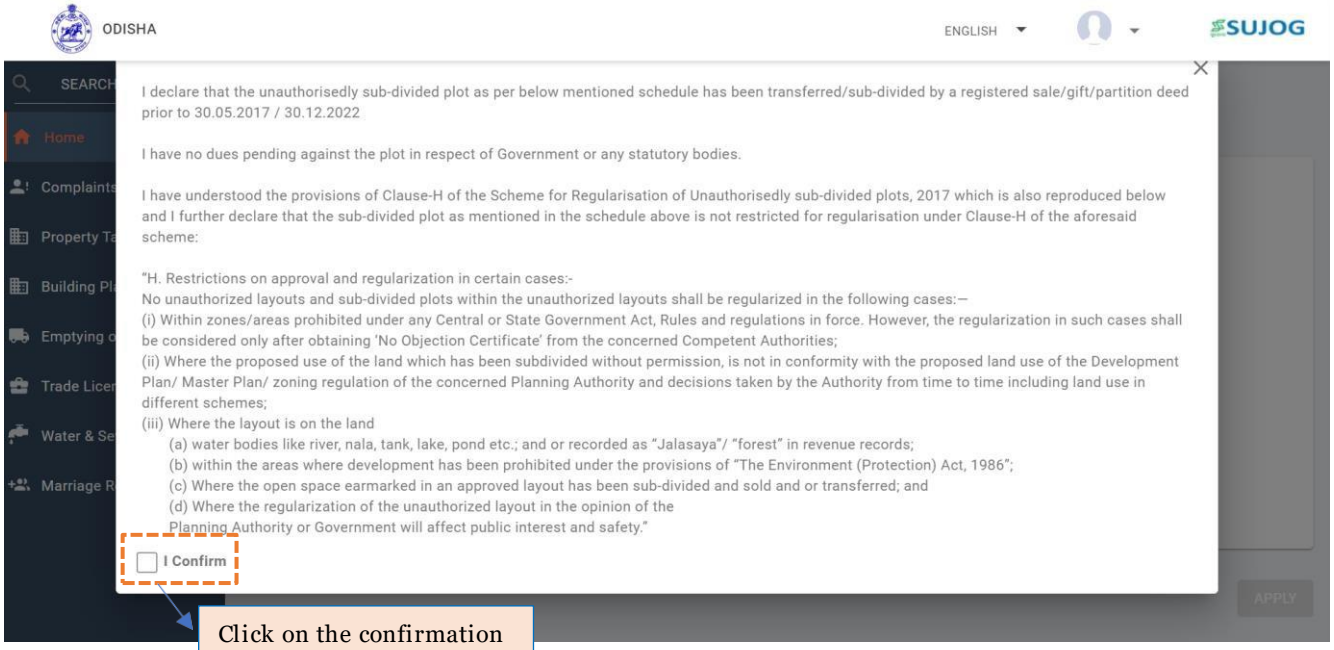
2) Regularization of plots subdivided on or after 30th May 2017 till 29th December 2022.

If the plot was subdivided after 30th May 2017 but before 29th December 2022, then citizen must select the second option.

Minimum access road width has to be = 6 meters. Compounding fee charges:

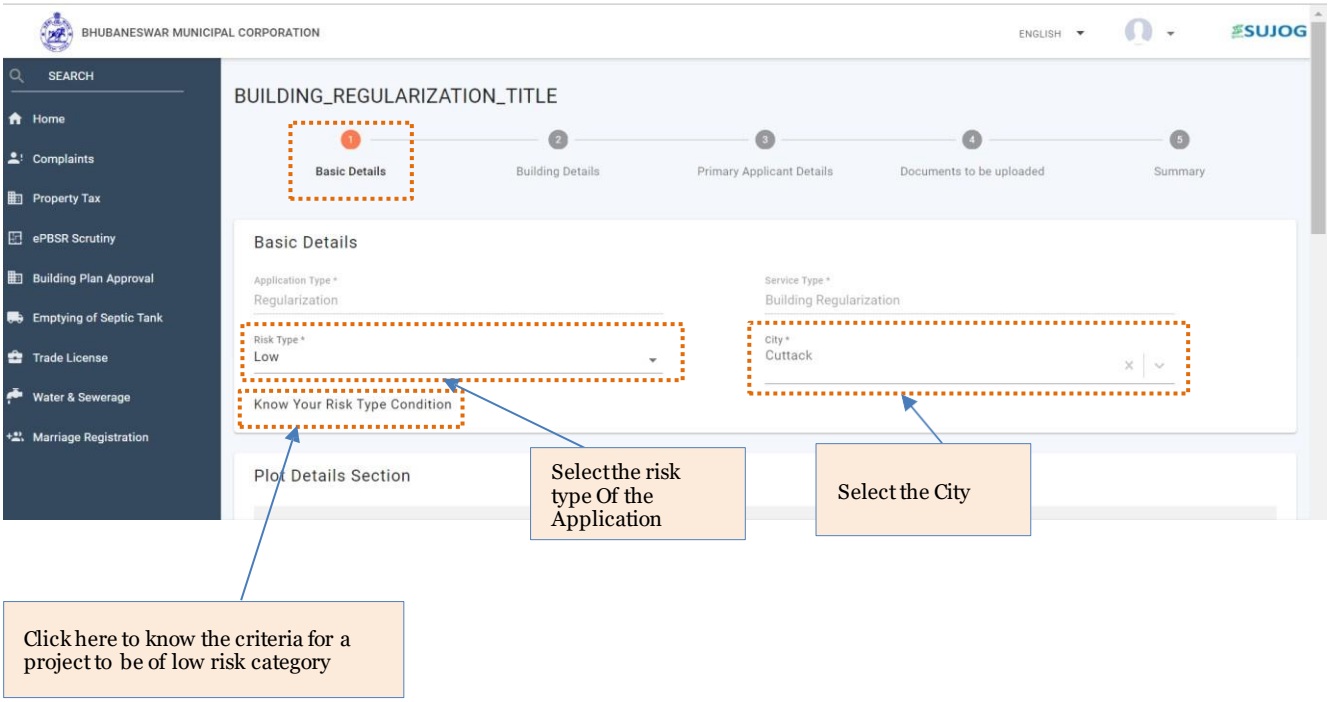
- 15% of BMV of Plot

Declaration regarding Permissibility of Regularization:
Citizens must review the declaration carefully before proceeding, if further applicable then click on confirm to apply.



4.1.3 Basic details section

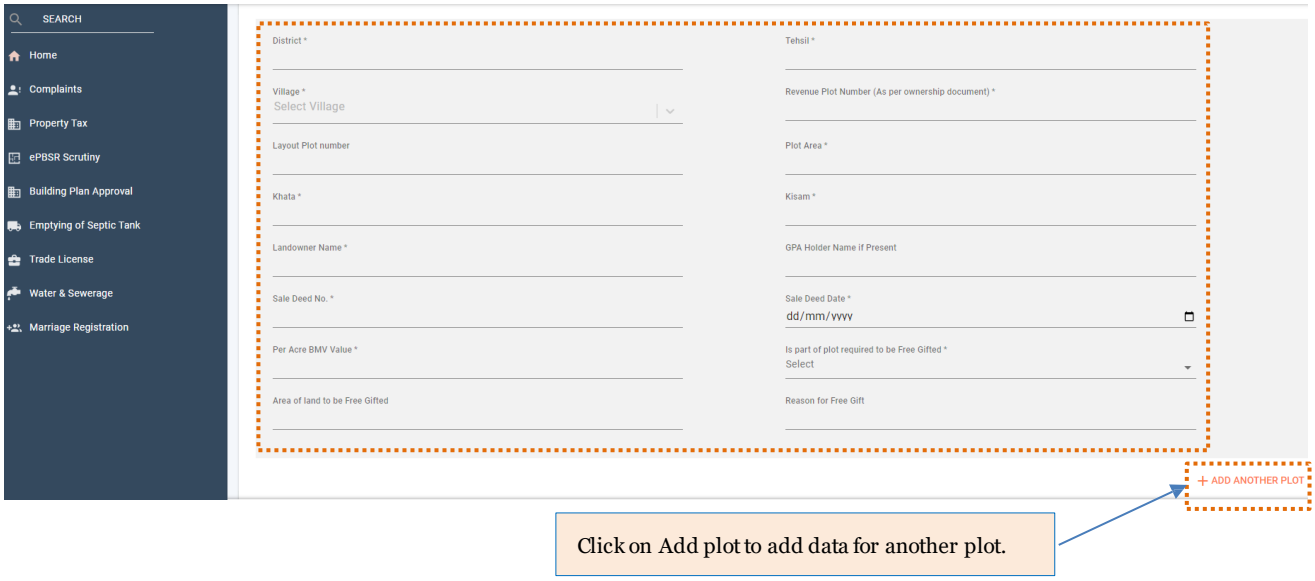
Provide the required basic details, plot details and road details in this section.



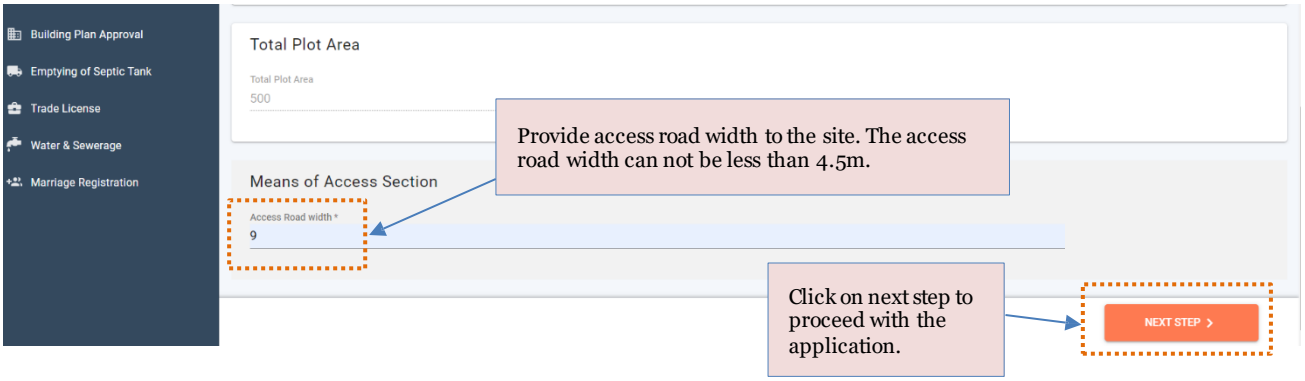
The Basic details section contains the fallowing items,

Field name	Field type	Purpose
Application type	Mandatory	Is auto reflected as **Regularization** and is non editable.
Service type	Mandatory	Is auto reflected as **Building Regularization** and is non editable.
Risk type	Mandatory	To be chosen according to the risk type of the building.
City	Mandatory	To be chosen according to the ULB where application will be submitted to

Fill all mandatory sections of the plot details. If more than one plot present, click on add plot to add another section of plot details. Data filled here will be reflected in the Regularization letter.



Field name	Field type	Purpose
District	Mandatory	Provide the name of the District
Tehsil	Mandatory	Provide the name of the tehsil
Village	Mandatory	Provide the name of the Village or Mouza
Revenue Plot Number (As per ownership document)	Mandatory	Provide the Revenue plot no
Layout Plot number	Non Mandatory	Provide if plot is part of layout
Plot area	Mandatory	Provide area of the particular plot
Khata	Mandatory	Provide khata no of the plot
Kisam	Mandatory	Provide kisam of the plot
Land owner name	Mandatory	Provide Land owner/s name
GPA Holder name if present		Provide GPA holder/holders name if applicable
Sale deed no	Mandatory	Provide sale deed no of the land
Sale deed date	Mandatory	Provide sale deed date of the land
Per Acre BMV Value	Mandatory	Provide Per acre bench mark valuation value for the particular plot acquired from the Tehsil or sub registrar office
Is part of plot required to be Free Gifted *	Mandatory	If part of plot needs to be free gifted select yes, else select no.
Area of land to be Free Gifted	Non-Mandatory	If yes, provide area
Reason for Free Gift	Non-Mandatory	If yes provide reason



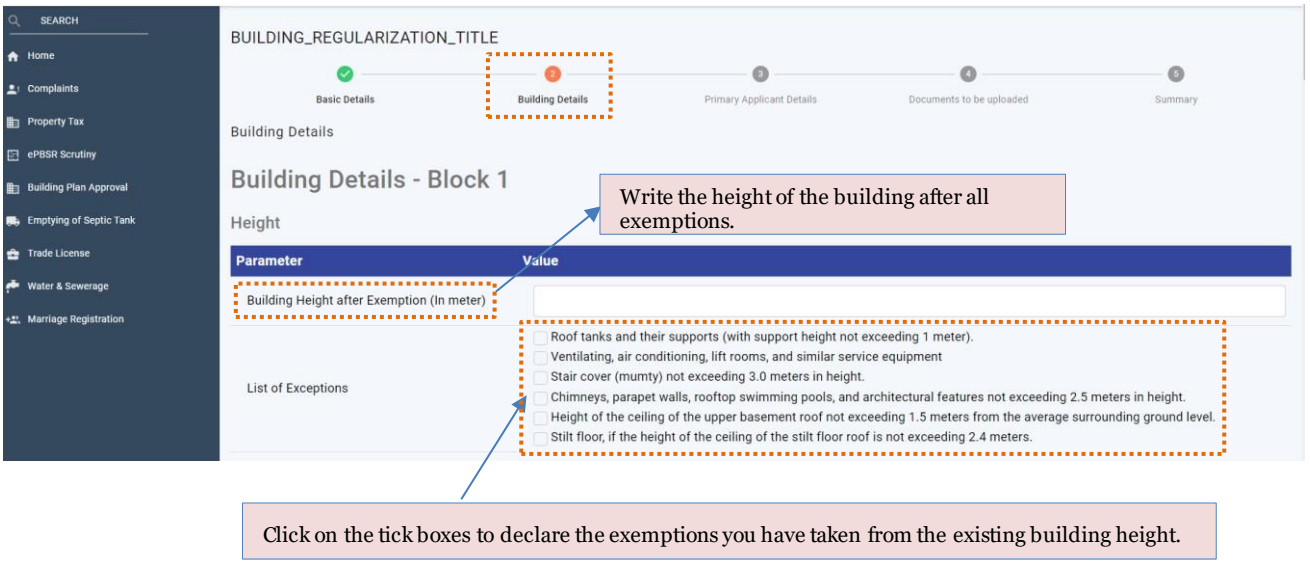
4.1.4 Building details section

.

In this page fill building details such as height of the building, Approved BUA, Existing BUA, Existing FAR area, Existing Carpet area, Approved and existing Setbacks and other building related details. Details filled here shall be the base of the application and all fees will be calculated on these data only.

4.1.4.1 Building height

Put the Building height after all deductions and exemptions according to current byelaws.

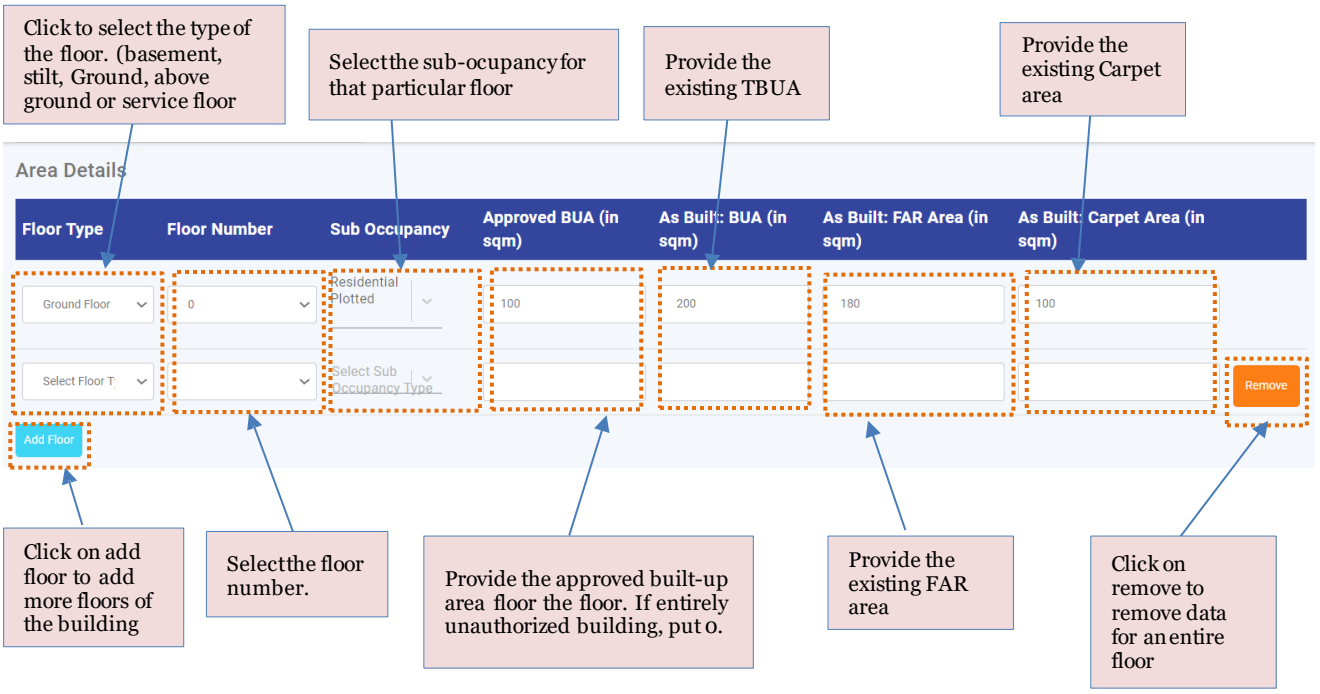


4.1.4.2 Area details

Filling the building details is necessary as the regularization process. If the building has approval, then fill the approved area, if not either leave it blank or put 0. The current FAR area of the project is to be calculated according to the norms of the current byelaw.

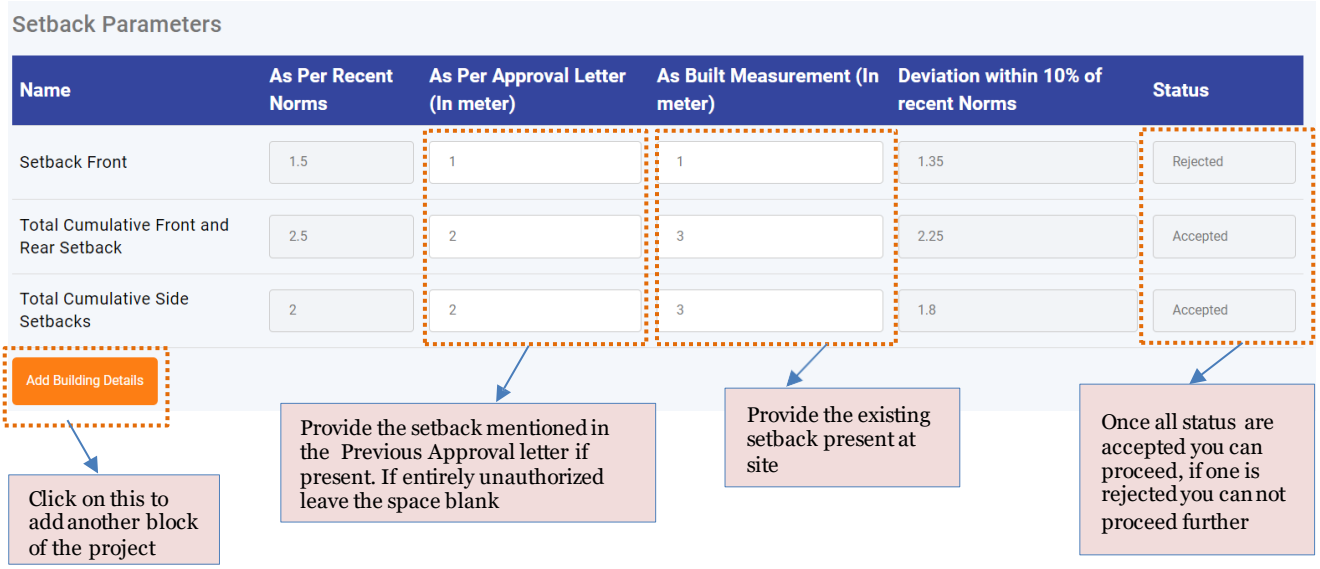
Field name	Field type	Purpose
Floor type	Mandatory	Select the type of floor
Floor number	Mandatory	Select the number of the floor from drop down.
Sub Occupancy	Mandatory	Select the sub occupancy of the floor drop down
Approved BUA in sqm	Mandatory	If the project has prior approval, provide the area for the floor mentioned in the letter.
As built BUA in sqm	Mandatory	Provide the as built Built-up area of the floor
As built FAR area in sqm	Mandatory	Provide the as built FAR area of the floor as per

		Current byelaw
As built Carpet area in sqm		Provide the as built carpet area of the floor



4.1.4.3 Setback details

The required setback for the building shows here as per the plot area, road width provided in the plot details section. Provide the setback details of the block here.

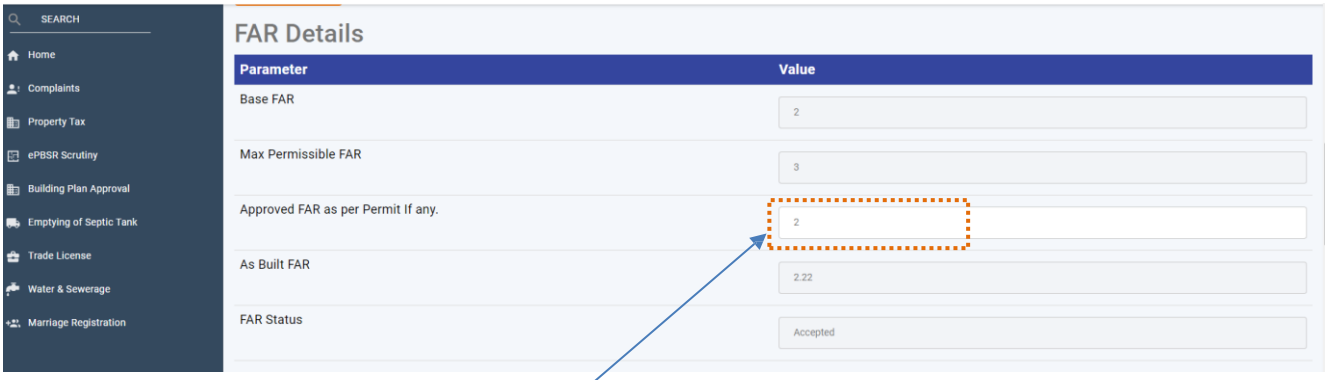


Field name	Field type	Purpose
Name	Mandatory	The setback names reflect automatically as per data provided previously.
As per recent norms	Mandatory	This data is also reflected automatically based on the current byelaws.
As per approval letter	Mandatory	Select the sub occupancy of the floor drop down
Approved BUA in sqm	Mandatory	If the project has prior approval, provide the area for the floor mentioned in the letter.
As built BUA in sqm	Mandatory	Provide the as built Built-up area of the floor
As built FAR area in sqm	Mandatory	Provide the as built FAR area of the floor as per

		Current byelaw
As built Carpet area in sqm		Provide the as built carpet area of the floor

4.1.4.4 FAR Details

Once all data for area is put, the FAR details will show in this section. Once the As built FAR crosses the 10% deviation mark on maximum FAR allowed the status will show rejected and the citizen will not be able to move forward.



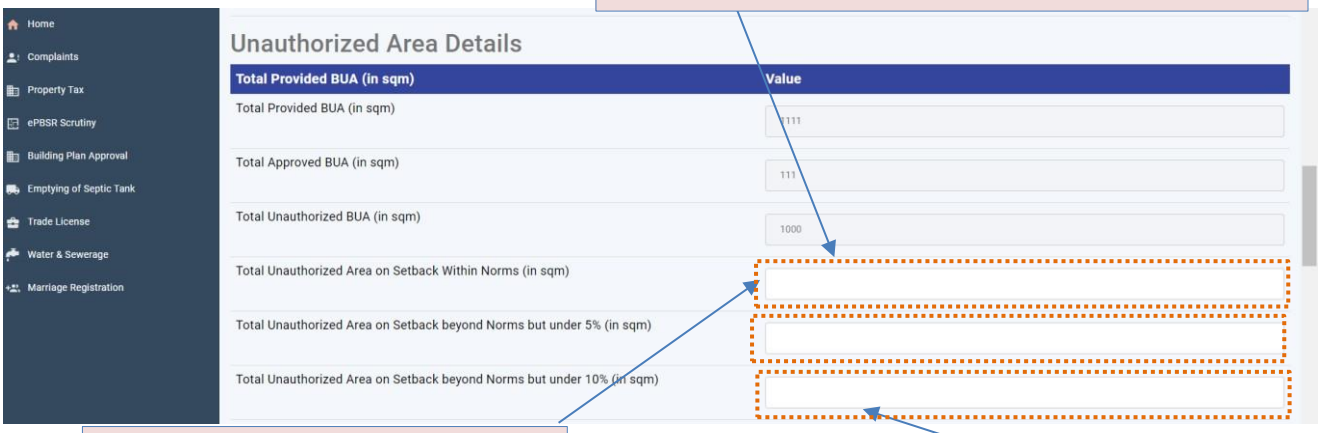
If prior approval is present, fill the approved FAR as per previous permit letter hre

Field name	Field type	Purpose
Base FAR	Auto filled	Auto reflected as per plot area and road
Max Permissible FAR	Auto filled	Auto reflected as per plot area and road
Approved FAR as per Regularization if any	Non Mandatory	Provide if Regularization letter is present
As built FAR	Auto filled	Auto reflected as per data provided in area section
FAR status	Auto filled	Accepted till 10% deviation of FAR. Once rejected can not proceed further.

4.1.4.5 Unauthorized area details

Once all the details regarding area are done, the total unauthorized area is calculated and displayed here. Calculate the authorized construction over the setbacks and put it over the section specified for them.

Put the total unauthorized construction area within setback here.

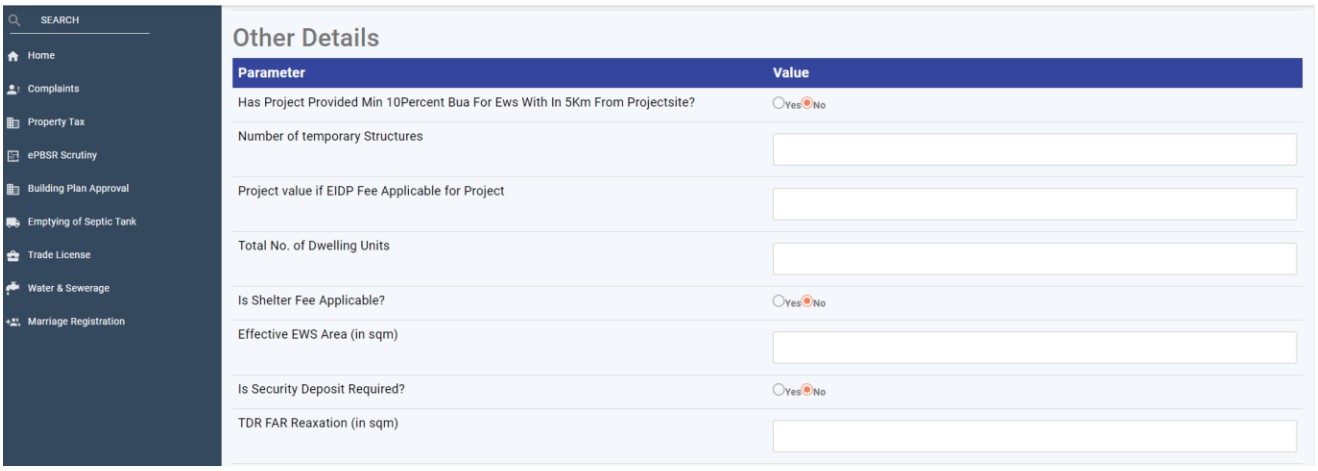


If unauthorized construction is present between minimum required setback and 5% deviation, put the total area in this fi

If unauthorized construction is present between minimum required set back and 10 % deviation, put the total area in this fi

4.1.4.6 Other details of the Building

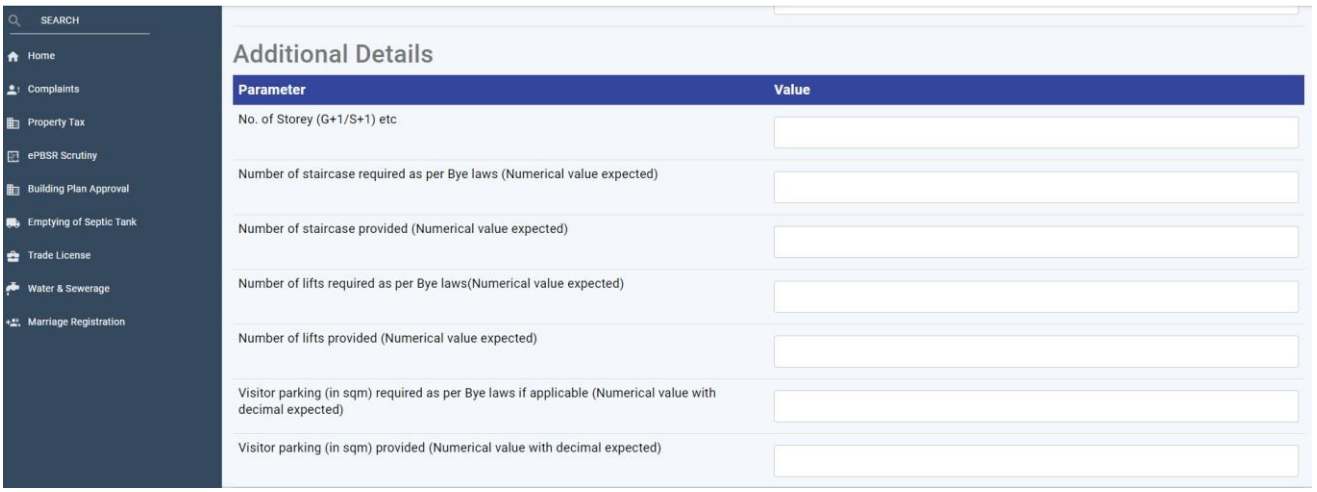
This section asks for the details regarding the building for fee calculation purpose. For certain sections it is asking for response in YES or NO. for other cases particular numbers or area in sqmis to be provided as specified.

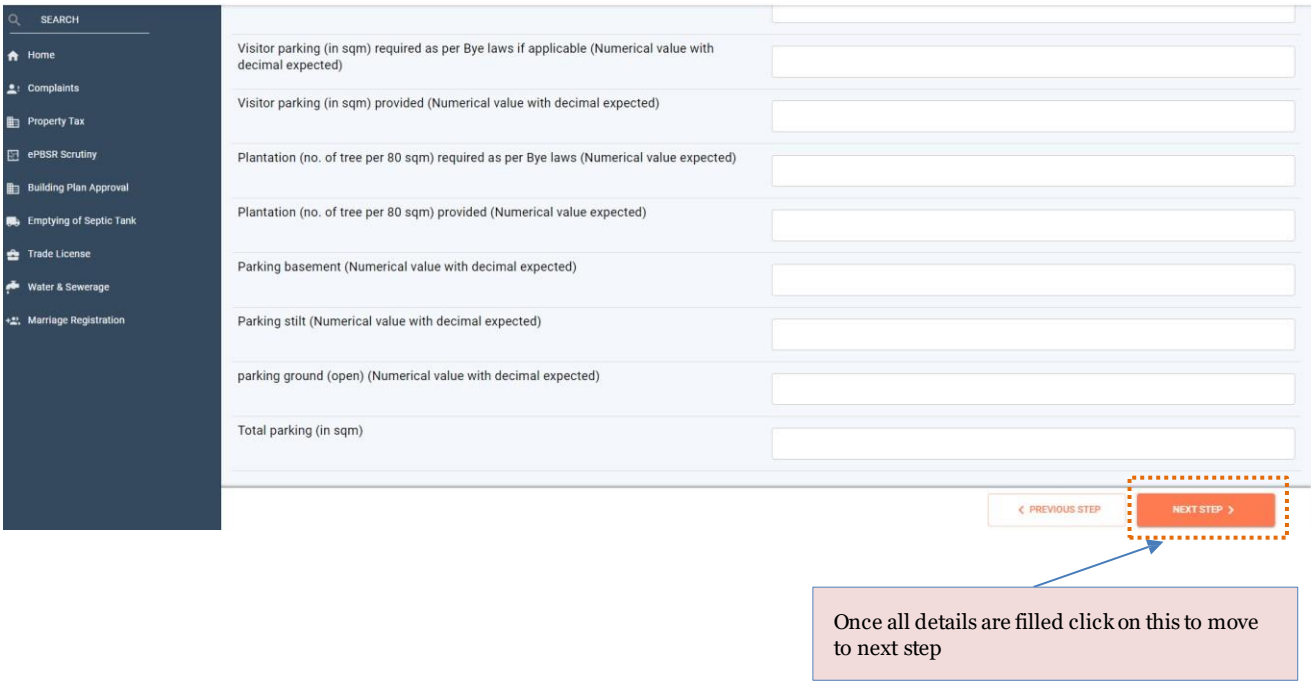


Field name	Field type	Purpose
Has Project Provided Min 10Percent Bua For EWS With In 5Km From Project site?	Yes/No question	Select Yes/No as applicable to the project
Number of temporary Structures	Mandatory	Provide no of temp structures if any
Project value if EIDP Fee Applicable for Project	Mandatory	Write the project value so System could calculate EIDP
Total No. of Dwelling Units	Mandatory	Provide no of dwelling units if residential occupancy is there.
Is Shelter Fee Applicable?	Yes/No question	Provide yes if applicable, no if not
Effective EWS Area (in sqm)	Mandatory	Provide as per applicability
Is Security Deposit Required?	Yes/No question	Select Yes/No as applicable to the project
TDR FAR Relaxation (in sqm)		Provide as per applicability

4.1.4.7 Additional details for the project

This section asks for the other details of the building in regards to its necessity as per the Byelaws, such as the storey of building, staircases, lift and perking. It is necessary to evaluate if the existing building satisfies the byelaws. Values to be put as specified in the section.

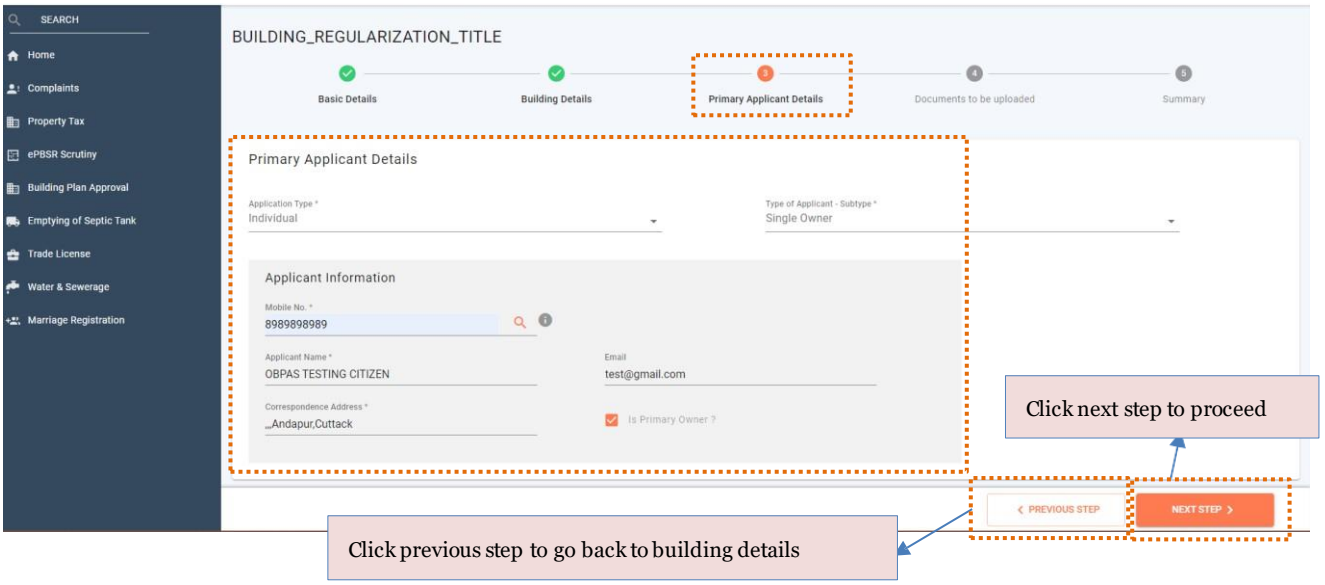




Field name	Field type	Purpose
No. of Storey (G+1/S+1) etc	Mandatory	Provide as applicable
Number of staircase required as per Bye laws (Numerical value expected)	Mandatory	Provide as applicable
Number of staircase provided (Numerical value expected)	Mandatory	Provide as applicable
Number of lifts required as per Bye laws(Numerical value expected)	Mandatory	Provide as applicable
Number of lifts provided (Numerical value expected)	Mandatory	Provide as applicable
Visitor parking (in sqm) required as per Bye laws if applicable (Numerical value with decimal expected	Mandatory	Provide as applicable
Visitor parking (in sqm) provided (Numerical value with decimal expected)	Mandatory	Provide as applicable
Plantation (no. of tree per 80 sqm) required as per Bye laws (Numerical value expected)	Mandatory	Provide as applicable
Plantation (no. of tree per 80 sqm) provided (Numerical value expected)	Mandatory	Provide as applicable
Parking basement (Numerical value with decimal expected)	Mandatory	Provide as applicable
Parking stilt (Numerical value with decimal expected)	Mandatory	Provide as applicable
parking ground (open) (Numerical value with decimal expected)	Mandatory	Provide as applicable
Total parking (in sqm)	Mandatory	Provide as applicable

4.1.5 Applicant Information

Fill Applicant Information Details. In case of multiple landowners and GPA holders, Create the application in the primary applicant's name only. In case the Applicant or GPA holder is a Govt or private organization, select institutional govt or institutional Private from the drop down.

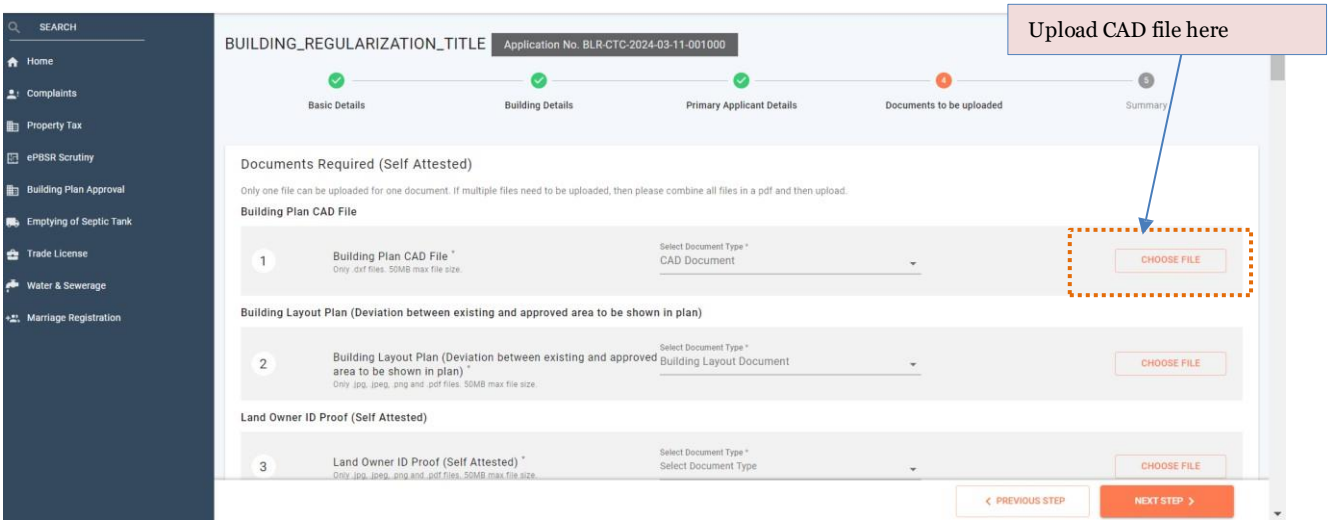


Field Name	Field Type	Purpose
Applicant type	Mandatory Field	Select Applicant type from the dropdown
Type of Applicant - Subtype	Mandatory Field	Select sub-Type of Applicant from the dropdown
Mobile No	Mandatory Field	Enter Registered Mobile Number of the Primary applicant (Citizen) and click the search button on the right side. Owners information will get auto populated
Applicant Name	Mandatory Field	This field will get auto populated after 'Mobile No' has been entered.
Correspondence address	Mandatory Field	This field will get auto populated after 'Mobile No' has been entered.
Email	Non-Mandatory field	Provide email Id of the applicant

4.1.6 Document upload

Provide the necessary Documents.

Provide the CAD file for the building, other necessary documents, and NOCs in the document section. Select the document type from drop down and select the correct type for it.

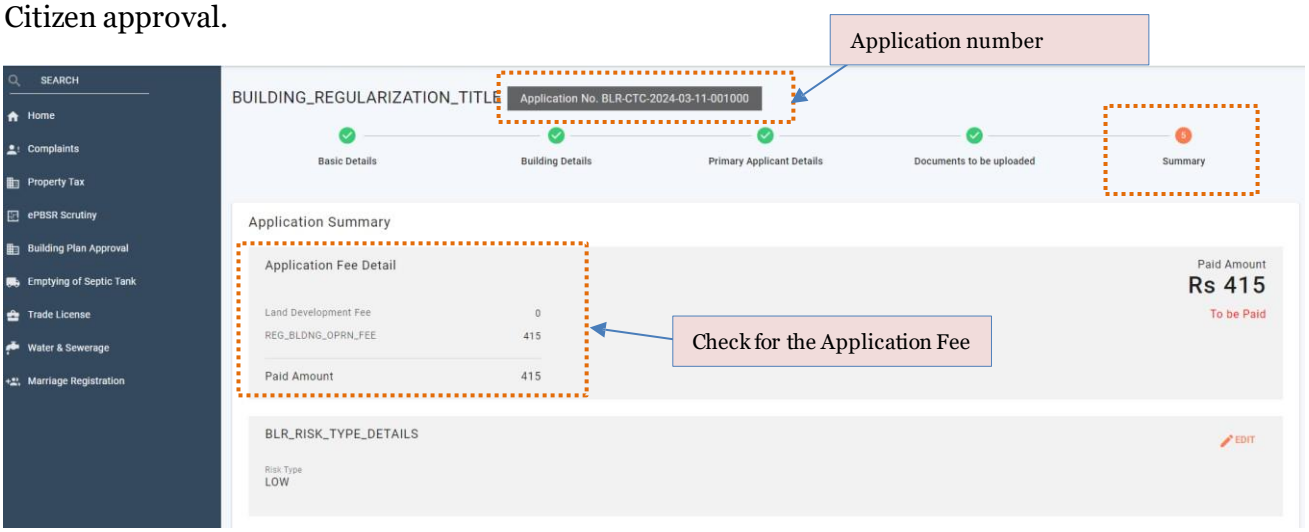


Document name	Mandatory/Non-Mandatory	Description
Building plan CAD File*	Mandatory	Provide the AutoCAD file for the regularization building.
Building Layout Plan (Deviation between existing and approved area to be shown in plan)*	Mandatory	Provide in required format
Land Owner ID Proof (Self Attested)*	Mandatory	Provide in required format
ID Proof of GPA holder if present	Non Mandatory	Provide in required format
ROR*	Mandatory	Provide in required format
Sale Deed/ Other Ownership Document*	Mandatory	Provide in required format
Khata Revenue Site Plan with plot marked authenticated by Tehsildar / Sub-Registrar*	Mandatory	Provide in required format
Previous Approval Drawing PDF	Non Mandatory	Provide in required format
Previous approval Letter	Non Mandatory	Provide in required format
Photographs of Building*	Mandatory	Provide in required format
Structural Safety Certificate (if Low risk building/10m height Architect, Upto 15 m Civil Engineer. and Above – Structural Engineer – Message to be Shown)*	Mandatory	Provide in required format
Site supervision certificate*	Mandatory	Provide in required format
Other Documents	Non Mandatory	Provide in required format
Deputy Forest Officer NOC Environment Clearance	Non Mandatory	Provide in required format
NOC from Urban Local Bodies under H&UD	Non Mandatory	Provide in required format
NOC from Public Health Engineering Organization	Non Mandatory	Provide in required format
NOC from Electricity Distribution Company	Non Mandatory	Provide in required format

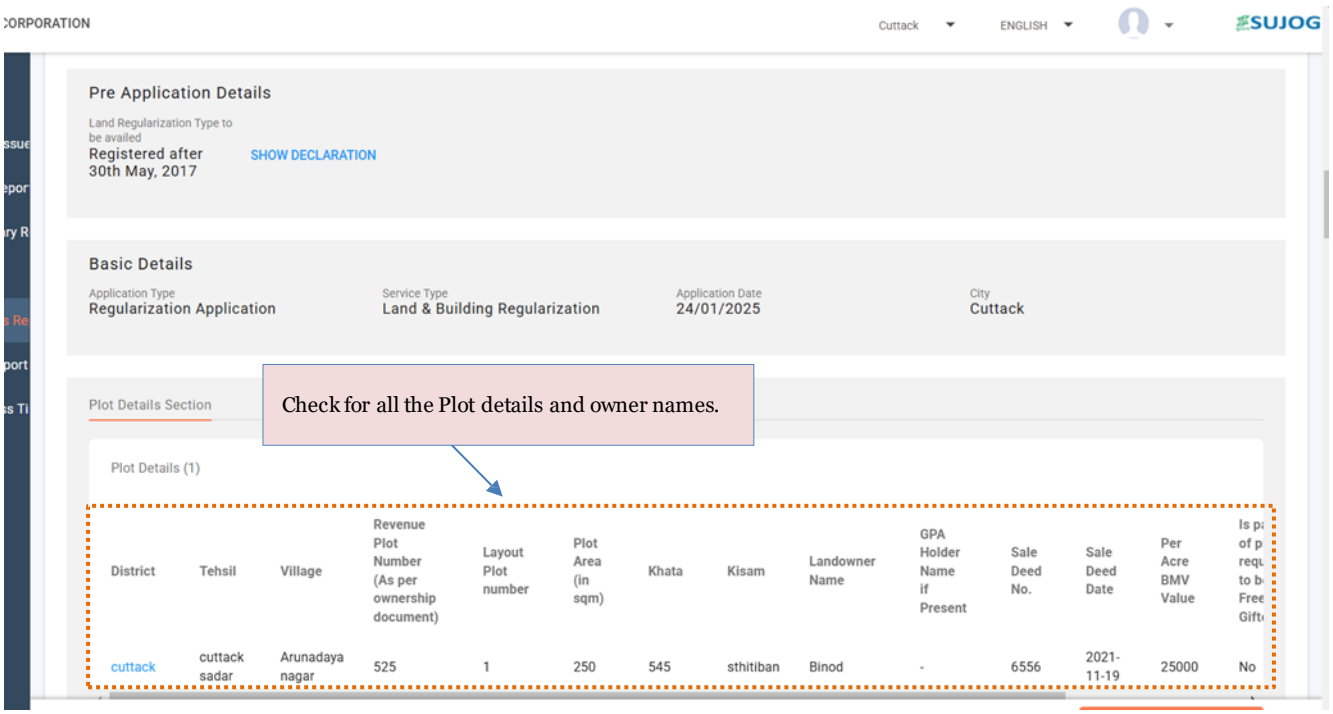
NOC under Police under Home Department	Non Mandatory	Provide in required format
Water Department NOC	Non Mandatory	Provide in required format
NOC from Coastal Regulation– CRZ	Non Mandatory	Provide in required format
NOC_NOCTEHREVDISASMANG	Non Mandatory	Provide in required format
NHAI NOC	Non Mandatory	Provide in required format
NOC from Sri Jagannath Temple Administration	Non Mandatory	Provide in required format
NOC from Tehsildar	Non Mandatory	Provide in required format
NOC from Odisha State Coastal Zone Management Authority	Non Mandatory	Provide in required format
NOC from State Pollution Control Board (Mandatory if NOC is applicable in Sipasarubali area)	Non Mandatory	Provide in required format
Legal heir death certificate if applicable.	Non-Mandatory	Upload Document if applicable to project.
Site Plan Layout	Mandatory	Upload the site plan layout.
Benchmark value certificate from Sub-registrar.	Mandatory	Upload the benchmark value certificate from sub- registrar.
Other documents	Non-Mandatory	Upload Document if applicable to project.

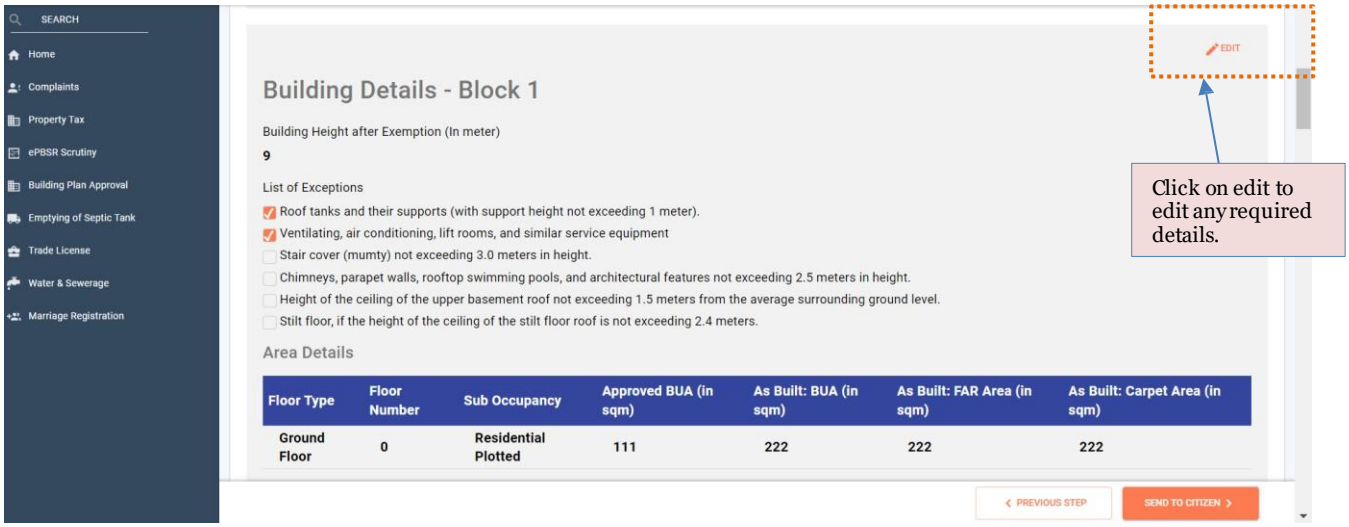
4.1.7 Application Summary page

Review the summary page, edit any details if found wrong and one confirmed, send the application for Citizen approval.

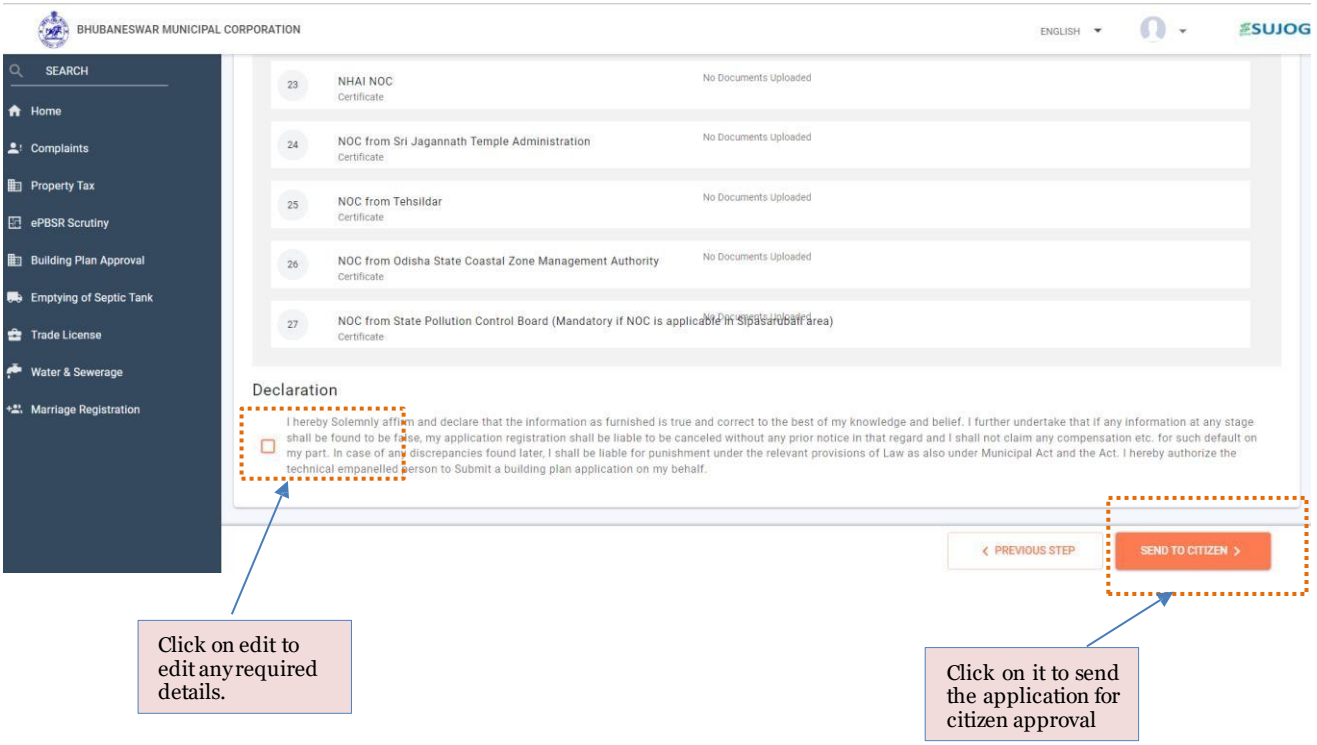


To edit any Building details page, click on edit any then move forward to the summary page again


CORPORATION
Cuttack
ENGLISH
SUJOG
Pre Application Details
Land Regularization Type to be availed
Registered after 30th May, 2017
SHOW DECLARATION
Basic Details
Application Type
Regularization Application
Service Type
Land & Building Regularization
Application Date
24/01/2025
City
Cuttack
Plot Details Section
Check for all the Plot details and owner names.
Plot Details (1)
District
Tehsil
Village
Revenue Plot Number (As per ownership document)
Layout Plot number
Plot Area (in sqm)
Khata
Kisam
Landowner Name
GPA Holder Name if Present
Sale Deed No.
Sale Deed Date
Per Acre BMV Value
cuttack
cuttack sadar
Arunadaya nagar
525
1
250
545
sthitiban
Binod
-
6556
2021-11-19
25000
No

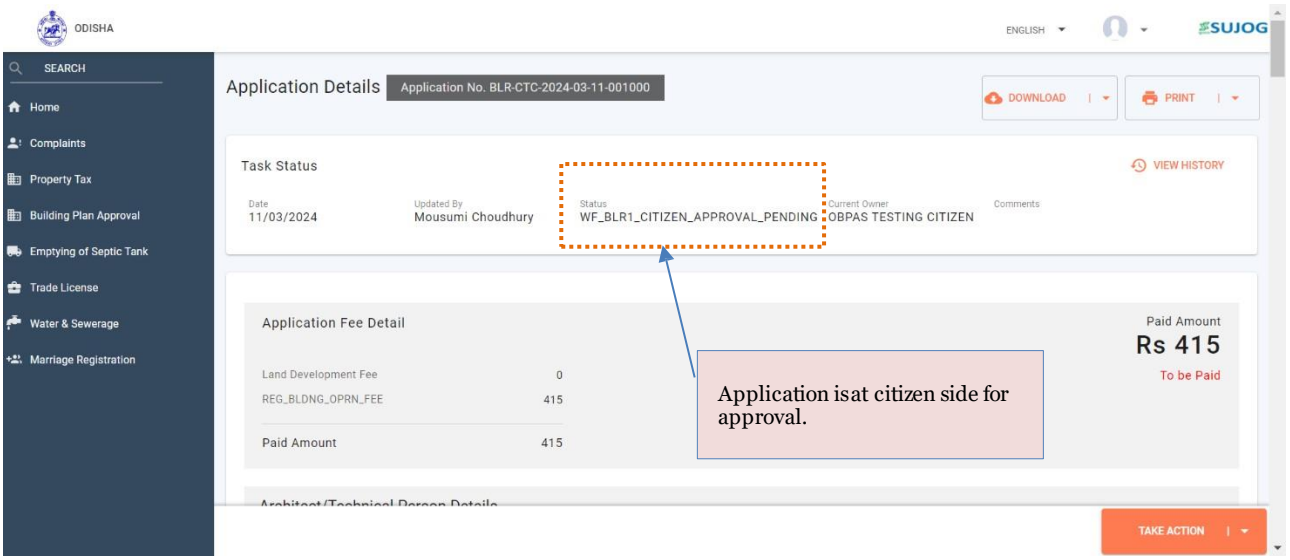


Once all data is verified, the declaration is to be made and then the application can be sent to citizen for approval.



4.2 Citizen approval

In case of Building regularization, Citizen approval is necessary before the application is submitted. Thus, the application is send to citizen for approval. Citizen needs to go through the application and all the details regarding plot, building and documents and once verified can give approval. In case something is needed to be changed. Citizen can send the application back to architect for editing.

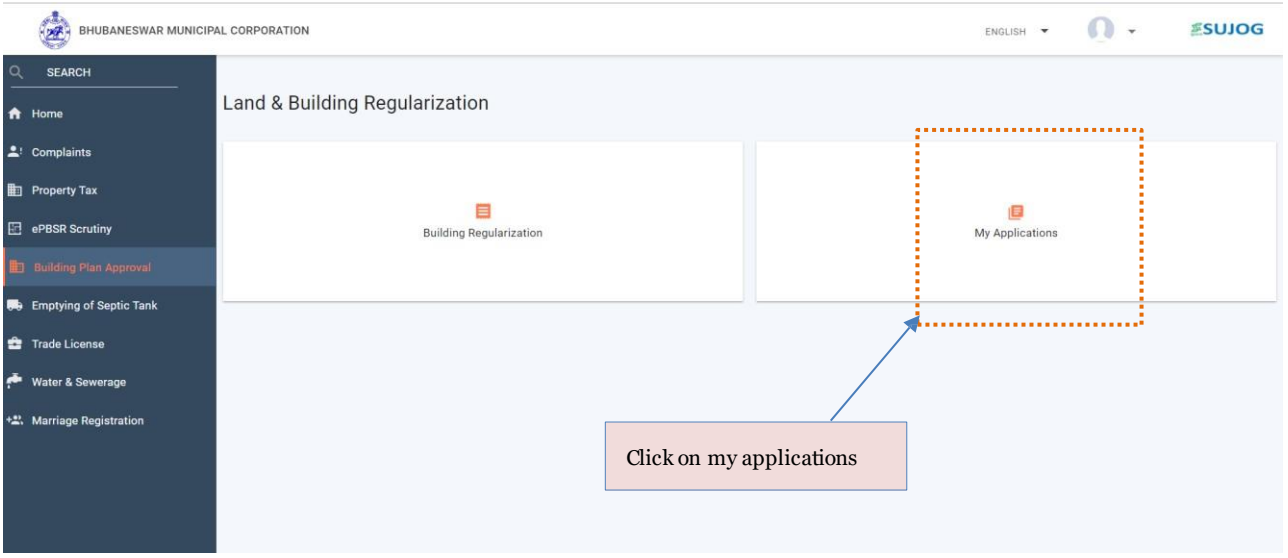


4.3 Application submission

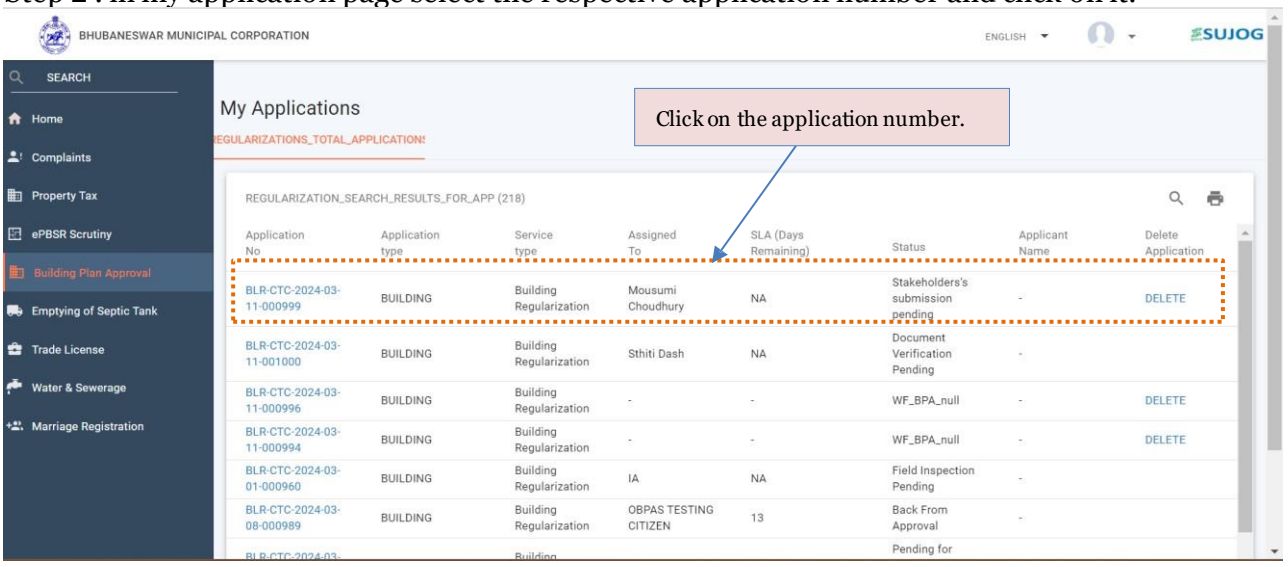
Once the application is approved by Citizen, review the application once and then the application can be submitted. Once submitted Architect or Citizen will be able to pay the application fee.

The same payment action can be performed by citizen as well once the application is submitted.

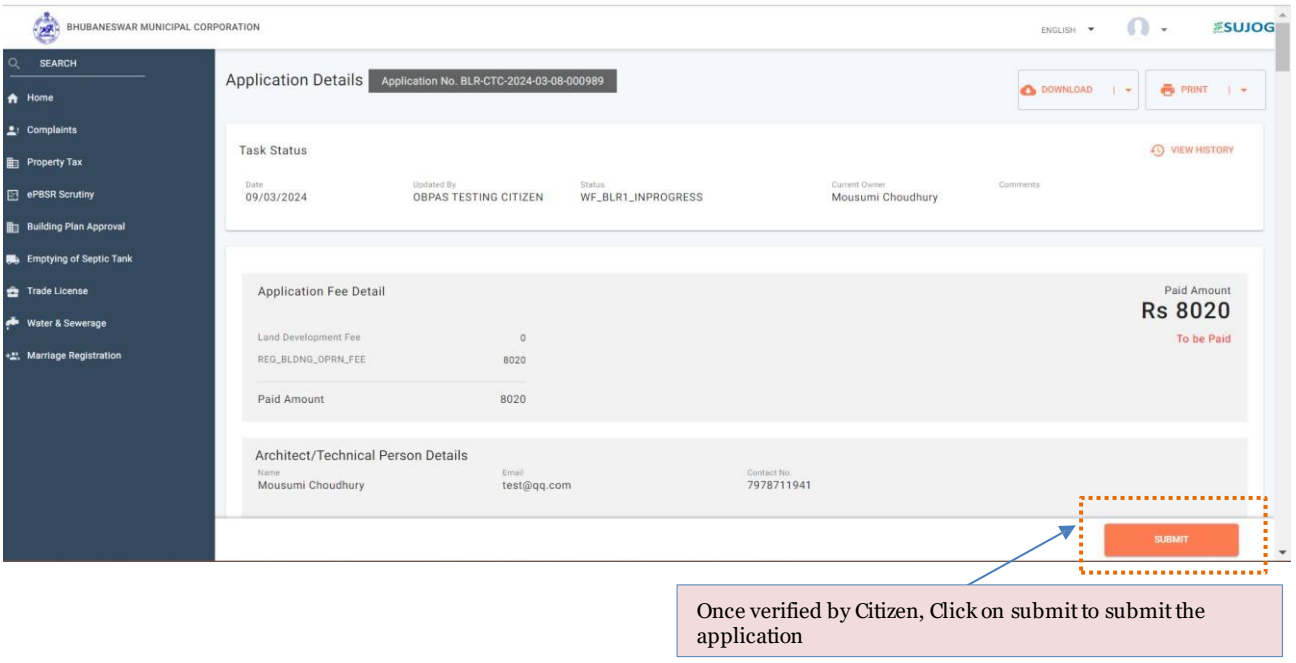
Step 1: Go to my applications inside land and building regularization.



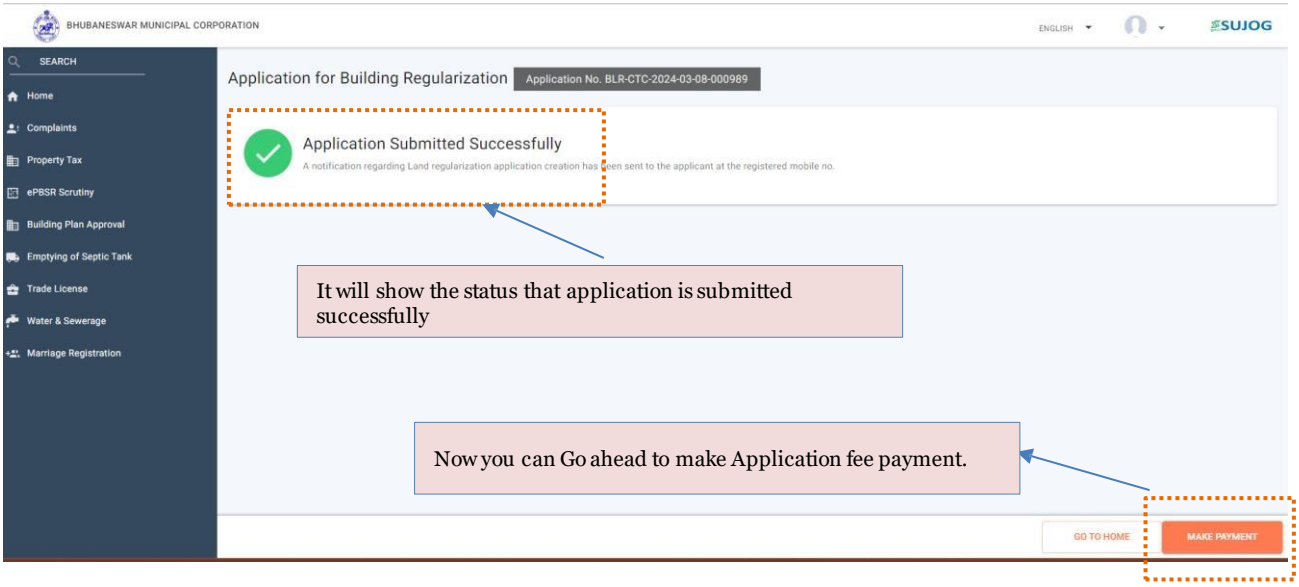
Step 2 : in my application page select the respective application number and click on it.



Step 3: In the application click on make submit.



Once verified by Citizen, Click on submit to submit the application

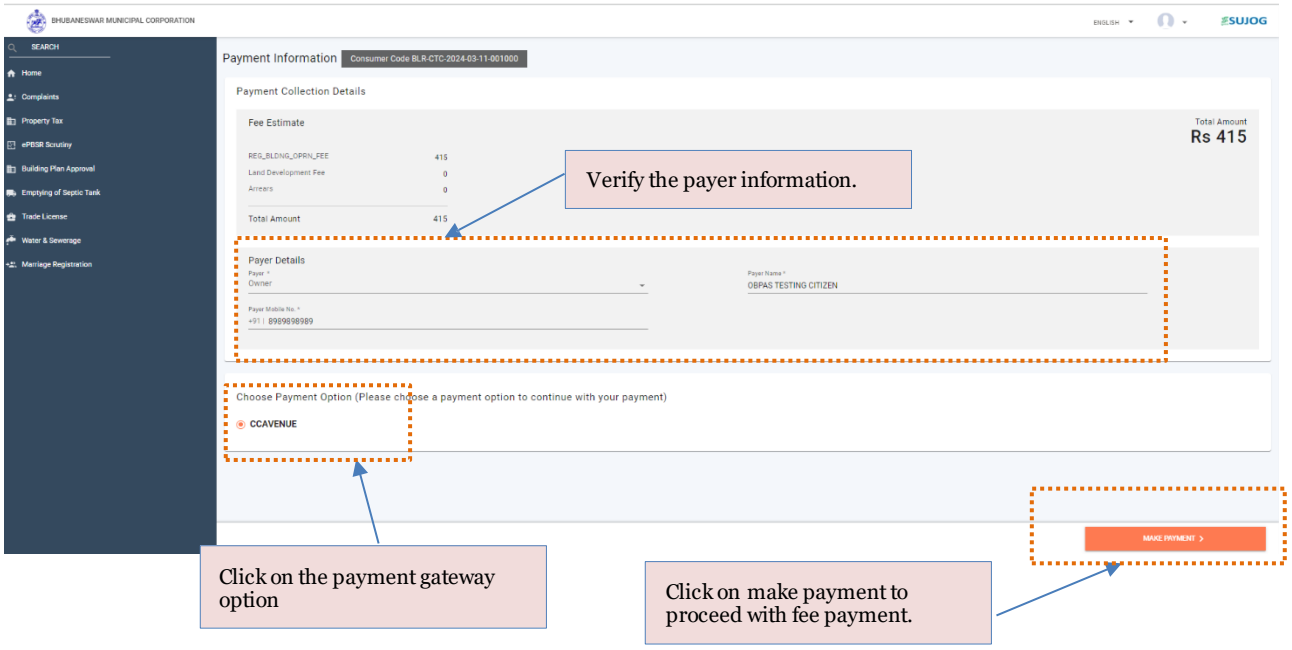


It will show the status that application is submitted successfully

Now you can Go ahead to make Application fee payment.

4.4 Application fee payment

Once application is submitted the payment can be done by both Architect or Tech Person and citizen. Once application fee is paid you would be able to download the application fee receipt.



4.5 Building Regularization Editing of Details and Document upload when sent back to citizen.

In case the Official sees any necessity to ask for documents, edit the risk type, provided area details or any other details of plot or building, they will send the application back to the Architect and Citizen. Once the status is back from approver, citizen can upload the enabled document or edit the specific details as asked.

Refer to section 3.5 of this user manual.

4.6 Track Application status

Track your application through the my application page of Land and Building regularization.

4.7 My Applications page for Building regularization.

Refer to section 3.7 of this user manual.